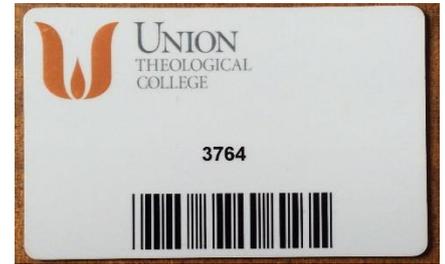


# Reserving items

Gamble Guides

Only items on standard loan which are on loan to another user can be reserved. Students and members can reserve **two** standard loan items **at a time**. **Staff** and **research members** can reserve up to **ten** items at a time. If you want to reserve an item you **need to be logged into Heritage**. To **login**, simply type the **four-digit number** on your **library card** into the box under “**reader code**.”



Screenshot of the Heritage Cirqa Online website. The page has a dark header with 'HERITAGE CIRQA ONLINE' and a navigation menu with 'Search', 'Guided Search', 'Login', 'History', 'Clear Session', and 'Help'. Below the header is a search bar labeled 'Search library catalogue' with an 'Advanced' link. On the right side, there is a 'Please log in' box with a 'Reader code' input field and a 'Login' button. The 'Please log in' box is highlighted with a red border.

Screenshot of the Heritage Cirqa Online website, showing the login process. The 'Reader code' input field now contains the number '3764'. The 'Please log in' box remains highlighted with a red border.

Screenshot of the Heritage Cirqa Online website, showing the account page. The navigation menu now includes 'Account', 'History', 'Favourites', and 'Logout'. On the right side, there is an 'Account information' box with the text 'Henry Gamble | Logout' and 'Loans 1'. The 'Account information' box is highlighted with a red border.

**Search** for the item you want, which is currently on loan.

Screenshot of the Heritage Cirqa Online website, showing the search results page. The search bar now contains the text 'problem pain'. The 'Account information' box on the right still shows 'Henry Gamble | Logout' and 'Loans 1'. Below it, there is a 'Library opening times' section with 'Today 09:00 - 16:30'. The search bar and the 'Account information' box are highlighted with a red border.

Click on the **book title** to get into its **detailed record**.

HERITAGE CIRQA ONLINE

Search | Guided Search | Account | History | Favourites | Logout | Help

Summary Detailed See Also

problem pain

Advanced

Search for **problem pain** Results 1 - 6 of 6

No	Authors	Title	Class	
1	Lewis, C. S. (Clive Staples)	<b>The problem of pain</b>	BYL6734 P962	<input checked="" type="checkbox"/>
2	Guthrie, Nancy	Be still, my soul : embracing God's purpose & provision in suffering	BV4909 G984	<input type="checkbox"/>
3	Conn, Marie A.	C.S. Lewis and human suffering : light among the shadows	BYL6738 C752	<input type="checkbox"/>

Account information  
Henry Gamble | Logout  
Loans 1

Results  
Print  
Email  
Download  
Request  
Add to favourites

Click on the **box** and the **“reserve”** button.

HERITAGE CIRQA ONLINE

Search | Guided Search | Account | History | Favourites | Logout | Help

Summary Detailed See Also

problem pain

Advanced

Search for **problem pain** Result 1 of 6

1  Reserve

Standard no. 9780007461264 Medium Text Class BYL6734 P962

Title The problem of pain  
Authors C. S. (Clive Staples) Lewis  
Imprint London: Collins, 2012  
Series C.S. Lewis signature classics  
Subjects  
Keywords Pain-Religious aspects-Christianity, Theodicy  
Associated  
Related C.S. Lewis: Christian Author and Apologist Semester 2 2016 76 titles Catalogue group  
Notes (SBN) 0007461264 (pbk.) :  
(PUB) Originally published: London: Geoffrey Bles, 1940.  
(BIB) Includes bibliographical references.  
Citation Lewis, C.S.S. (2012) *The problem of pain*. London: Collins. (C.S. Lewis signature classics).  
Price £7.99  
Collation xii, 162 pages ; 20 cm. (pbk)

Copy no.	Loan type	Location	Status	Due date	Shelfmark
1	Standard loan	Reading room 1, New classification	On Loan	24 Aug 2016	BYL6734 P962

Account information  
Henry Gamble | Logout  
Loans 1

Results  
Print  
Email  
Download  
Request  
Add to favourites

Display  
Sort by Publication year, Class  
Change display  
Toggle highlight

Library opening times  
Today 09:00 - 16:30  
Friday 09:00 - 16:30  
Saturday Closed  
Sunday Closed  
Monday 09:00 - 16:30  
Tuesday 09:00 - 16:30  
Wednesday 09:00 - 16:30

It should show the following **message** and in the top right hand corner it should say you have **1 reserved item**.

HERITAGE CIRQA ONLINE

Search | Guided Search | Account | History | Favourites | Logout

Title Lewis, C. S. (Clive Staples); The problem of pain [BYL6734 P962]  
Copy data No. 51282 Location: Reading room 1, New classification

Reservation placed successfully Continue

Author	Title	Date resv'd	Status	Due/hold/info
Lewis, C. S. (Clive Staples)	The problem of pain	28 Jul 2016	Reserver 1	24 Aug 2016

Account information  
Henry Gamble | Logout  
Reserved 1

Library opening times  
Today 09:00 - 16:30  
Friday 09:00 - 16:30  
Saturday Closed

Click on **“continue.”** You will have completed making a reservation. Remember to **logout** when you are finished.

You will be **emailed when a reserved item comes for you**. Make sure the library have the correct contact details for you. Your **reserved item** can be **collected from the issue desk** in the **Gamble Library during normal working hours**. A **reserved item** is **held** behind the desk for **two weeks**.

**Library staff can also reserve an item for you**. Ask them about this.

**If you have an item which has been reserved** by another library user **you will be emailed requesting that you return it**. Please **return it as soon as possible**. Please consider others.



*The Gamble Library vision - Every member equipped with the resources and information literacy they need to support teaching, learning, research or personal and professional development, within the context of the Union Theological College's vision, mission and ethos.*