

## Reserving items Gamble Guides

Only standard loan items, which are on loan to another user can be reserved. Students, annual, life and research members can reserve two standard loan items at a time. Staff can reserve up to ten items at a time, and research students eight.

To login, click 'Login' on the right of the ribbon.



Search for the item you want which is currently on loan:



Build a search		
Any		
Title	matthew	
Author	quarles	
Subject		
Keyword		
Media Type	Select V	
Publication Yea	r, between and	
	GoClear	

Click on the summary information for the book you want to go into its detailed record.

				Hen				
<u>°</u>	Search results - 4 hits							
ŏ—	Select							
⊞ ↓↑ ᠿ	Title: Authors: Shelved at: Availability:	Text Matthew Charles L. Quarles (2022) BS2575.3 Q1 On Loan (1)	Clarks L Quarks					
$\wedge$								

Click on 'Reserve' on the left of the screen.





The system should show a message saying you have successfully placed the reservation.

		Title Quarles, Charles L.; Matthew [BS2575.3 Q1]				
		Copy data	No. 58896 Location: Reading room	1, New classification		
Reservation placed successfully	Continue					
Author	Title		D	)ate resv'd	Status	Due/held/info
Quarles, Charles L.	Matthew		1	7 Feb 2024	Reserver 1	23 Apr 2024

Click on 'Continue,' and you will have completed making a reservation. Remember to logout when you are finished.

You will be emailed when a reserved item for you has arrived back in the Library. 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 maximum.

Library staff can also help you reserve an item. 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 -** consider others.