

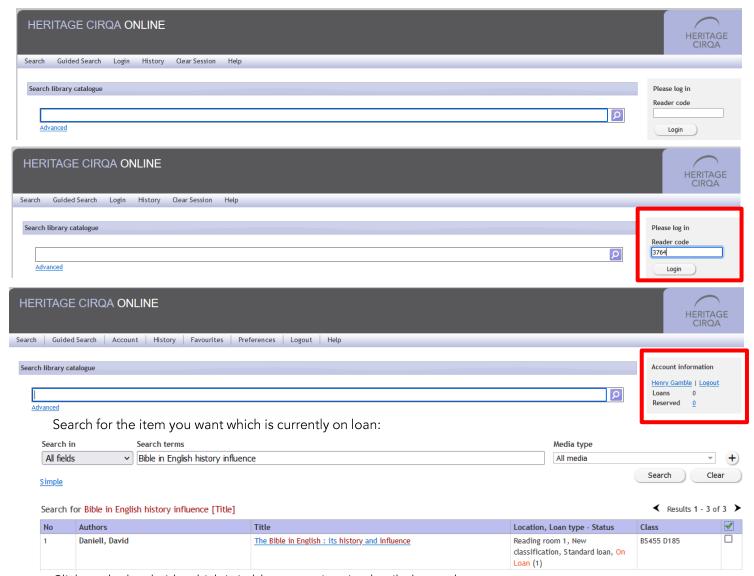
## Reserving items

## Gamble Guides

Only standard loan items, which are on loan to another user can be reserved. Students and 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 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.' Your name should appear.

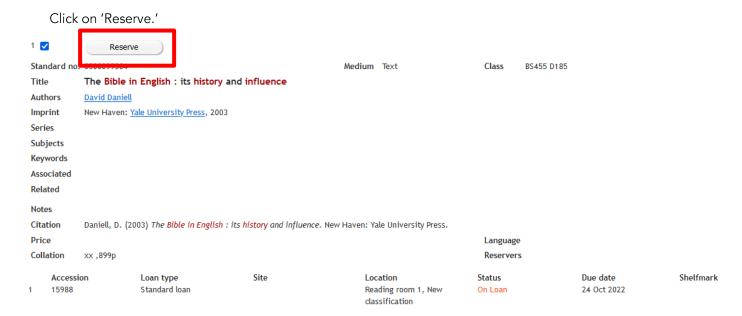




Click on the book title which is in blue to get into its detailed record.

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The system should show the following message and should say you have 1 reserved item on the right of the screen.



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.

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