

HOW TO... REQUEST a loan item, REQUEST Inter-campus Delivery Services and REQUEST books from Hong Kong Academic Library Link (HKALL)

Place a hold on a loan item

You may place a hold on an item with a loan period of 14 days or more in the Library Collections (JULAC card holders and [category D members](#) are excluded).

1. Retrieve the desired item from iSearch

BOOK
Becoming a master student
David B. Ellis; Doug Toft; Dean Mancina; c2013
Checked out from MMW LIBRARY MMW Book (3/F) (LB2343.3 .E44 2013)

TOP
GET IT
DETAILS
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LINKS
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Get It

Click Sign-in for more options: [Sign in](#) **Sign in to MyLibrary Record to make request**

REQUEST OPTIONS: [Search in HKALL](#)

MMW LIBRARY MMW Book (3/F) LB2343.3 .E44 2013
[Hide Details](#)

1 - 1 of 1 Records

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS	OPTIONS
31995010068777	Book	Loanable		On loan until 18-10-2017 23:59:00 HKT (0 requests)	

This item is on loan

香港教育大學圖書館
EdUHK Library [iSearch](#)

MyLibrary Record

EdUHK Students and Staff [EdUHK Students and Staff](#)
(Enter your network username and password) >

External Members
(e.g., EdUHK Alumni, Spouse Members, School Teachers) >

Current EdUHK students and staff can login with their network username and password.

Campus user card holders, please login as external members. For the first time user, please read [“Sign in to MyLibrary Record \(for External Members\)”](#) user guide

2. Submit request after sign in

The screenshot shows a library catalog record for the book "Becoming a master student" by David B. Ellis, Doug Toft, and Dean Mancina. The record is checked out from MMW LIBRARY. A request form is overlaid on the bottom half of the page, titled "Details of title you requested:". The form includes fields for Material Type (Book), Terms of Use (14 Days Loan), Pickup Location (with a red asterisk and a dropdown menu), Not Needed After (with a close button), and a Comment field. A "REQUEST" button is highlighted with a red dashed box. A green arrow points from the "Request" button in the table to the "REQUEST" button in the form. Another green arrow points from the "Request" button in the table to the "Pickup Location" field in the form. A green arrow points from the "REQUEST" button in the form to the text "Click 'Request' to submit".

BOOK
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REQUEST OPTIONS: Search in HKALL

MMW LIBRARY MMW Book (3/F) LB2343.3 .E44 2013
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1 - 1 of 1 Records

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS	OPTIONS
31995010068777	Book	30 Days Loan		On loan until 18-10-2017 23:59:00 HKT (0 requests)	Request

Details of title you requested:

Material Type: Book
Terms of Use: 14 Days Loan
Pickup Location: *
Not Needed After: X
Comment:

CANCEL [REQUEST](#)

Select the pickup location

Click "Request" to submit

3. Go to MyLibrary Record to check or manage your request

- You will receive a Pickup Notice via e-mail when the items are available. A Pickup Message will also appear in your MyLibrary Record.
- Reserved items must be collected within 7 days (or 5 days for 14-day loan items) from the date of the Pickup Notice.
- Click [here](#) to check your request hold quota.

Inter-campus Delivery

EdUHK Student, Staff, Self-funded Non-credit Bearing Programme Students, Staff Dependants and Alumni of the University can request circulating materials housed in MMW Library be sent to the Tseung Kwan O Study Centre Learning Commons for borrowing, or vice versa.

1. Retrieve the desired item from iSearch (Please sign in to show “request” option)

There is only one copy and it is available in TKOSC, so you can request it to deliver to MMW Library

The screenshot shows the library iSearch interface for a book titled "Physical education for children : instructor's manual" by Jerry R. Thomas, Amelia M. Lee 1938-; Katherine T. Thomas 1948-; c1988. The book is available at TKOSC LEARNING COMMONS. The interface includes a sidebar with navigation options (TOP, GET IT IN LIBRARY, DETAILS, EXPORT, LINKS, TAGS) and a main content area with "REQUEST OPTIONS" and "TKOSC LEARNING COMMONS TKO Book GV443 .T46 1988". A table below shows the book's details, including barcode (31995001130982), type (Book), policy (90 Days Loan), and status (Item in place (0 requests)). A "Request" button is visible in the "OPTIONS" column. A dialog box titled "Details of title you requested:" is open, showing the material type (Book), terms of use (90 Days Loan), pickup location (MMW LIBRARY), and a "REQUEST" button. A green arrow points from the "Request" button in the table to the "REQUEST" button in the dialog box, with the text "Click 'Request' to submit".

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS	OPTIONS
31995001130982	Book	90 Days Loan		Item in place (0 requests)	Request

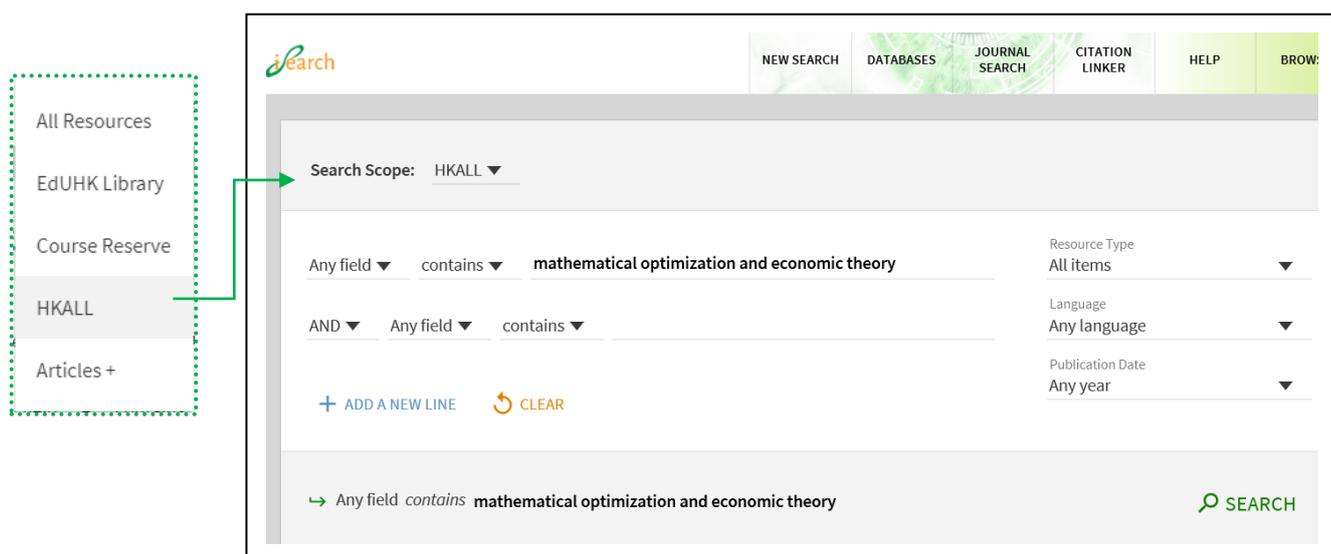
2. Go to MyLibrary Record to check or manage your request

- Only circulating/loanable materials can be requested for Inter-Campus Delivery.
- Items cannot be requested for delivery within the same library unless the items are currently on loan, i.e. a user cannot request delivering a MMW book which is not on loan to MMW Circulation Counter.
- You will receive a Pickup Notice via e-mail when the items are available. A Pickup Message will also appear in your MyLibrary Record.

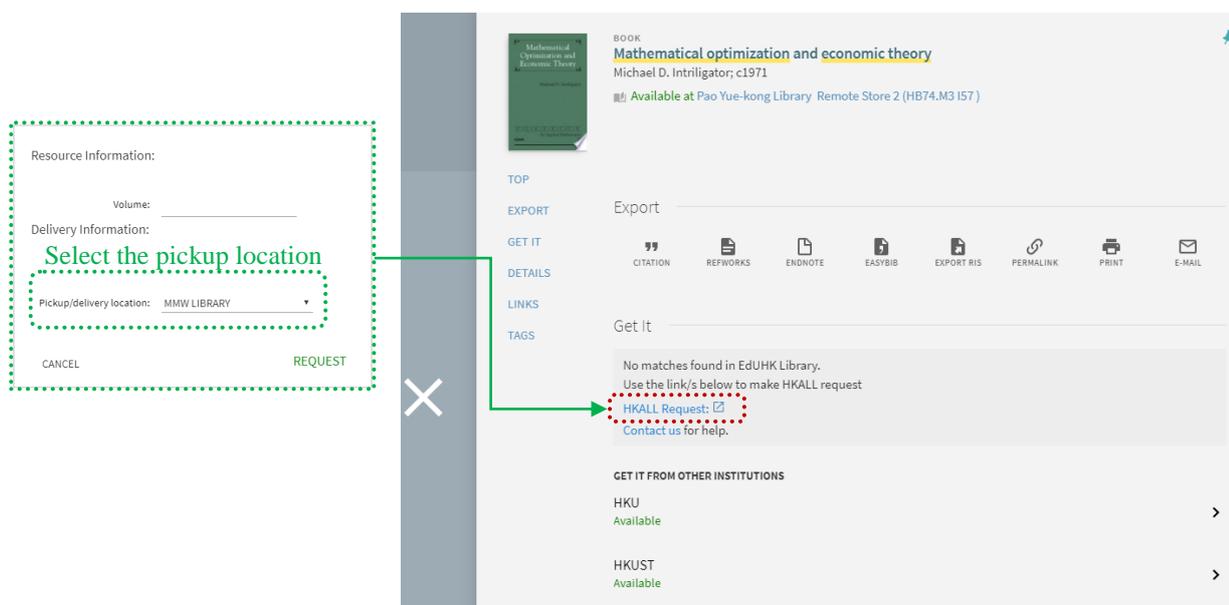
HKALL

EdUHK Students and staff can borrow books (excluding non-print materials) from the other 7 UGC university libraries.

1. If the desired book is not available or no record found in EdUHK Library, select “HKALL” in “Search Scope” menu and search again



2. Retrieve the desired item from HKALL and click “HKALL Request” to submit request



3. Go to MyLibrary Record to check or manage your request

- You will receive a Pickup Notice via e-mail when the items are available. A Pickup Message will also appear in your MyLibrary Record.
- Reserved items must be collected within 5 days from the date of the Pickup Notice.
- Check out the HKALL loan rules at <http://www.lib.eduhk.hk/info/services/hkall.html>