

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

The screenshot shows the library catalog entry for the book "Becoming a master student" by David B. Ellis, Doug Toft, and Dean Mancina. The item is currently checked out from MMW LIBRARY. A yellow box highlights the "Sign in" button with the text "Click Sign-in for more options: Sign in". A green arrow points from this box to the "Sign in to MyLibrary Record to make request" text. Another green arrow points from the "On loan until 18-10-2017 23:59:00 HKT (0 requests)" status to the "This item is on loan" text. The "REQUEST OPTIONS" section shows "Search in HKALL" with a checkmark.

The screenshot shows the "MyLibrary Record" login page. It has two main login options: "EdUHK Students and Staff (Enter your network username and password)" and "External Members (e.g., EdUHK Alumni, Spouse Members, School Teachers)". Green arrows point from the "EdUHK Students and Staff" option to the text "Current EdUHK students and staff can login with their network username and password." and from the "External Members" option to the text "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".

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

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
EXPORT
LINKS
TAGS

Get It

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	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 to be sent to the Tseung Kwan O Study Centre (TKOSC) Library or North Point Study Centre (NPSC) for borrowing; or circulating materials housed in TKOSC Library to be sent to the MMW Library or NPSC for borrowing.

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 Library, so you can request it to deliver to MMW Library or NPSC

The screenshot displays the library's 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 TKO Book (GV443 .T46 1988). The interface shows a table with one record: barcode 31995001130982, type Book, policy 90 Days Loan, description Item in place (0 requests), and status Item in place (0 requests). A "Request" button is visible in the "OPTIONS" column. A modal form is open, showing details of the requested title: Material Type: Book, Terms of Use: 90 Days Loan, Pickup Location: * MMW LIBRARY, Not Needed After: (blank), and Comment: (blank). A "REQUEST" button is highlighted in the modal form. A green arrow points from the "Request" button in the table to the "REQUEST" button in the modal form, with the text "Click 'Request' to submit".

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

The screenshot shows the iSearch library search interface. On the left, a dashed green box highlights the search scope menu, with 'HKALL' selected. An arrow points from this menu to the 'Search Scope: HKALL' dropdown in the search bar. The search criteria are 'Any field contains mathematical optimization and economic theory'. The 'SEARCH' button is visible at the bottom right.

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

The screenshot shows the library item details page for 'Mathematical optimization and economic theory'. A dashed green box highlights the 'Delivery Information' section, with 'MMW LIBRARY' selected in the 'Pickup/delivery location' dropdown. An arrow points from this dropdown to the 'HKALL Request' link in the 'Get It' section, which is circled in red. The 'REQUEST' button is also visible in the dashed box.

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 <https://www.lib.eduhk.hk/access-borrowing/hkall>