

# 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 all other external members with borrowing privileges (i.e. [Category D members](#)) are excluded).

### 1. Retrieve the desired item from iSearch

The screenshot shows the iSearch results for the book "Becoming a Master Student" by David B. Ellis, Doug Toft, and Dean Mancina. The book is checked out from MMW LIBRARY. The interface includes a sidebar with navigation links (TOP, GET IT, DETAILS, EXPORT, LINKS, TAGS) and a main content area with a "Get It" section. A yellow banner prompts the user to "Click Sign-in for more options" with a "Sign in" button. A green arrow points from the "Sign in" button to the text "Sign in to MyLibrary Record to make request". Below the banner, the "REQUEST OPTIONS" section shows a link to "Search in HKALL". The "MMW LIBRARY" section displays the book details and a "Hide Details" link. The "1 - 1 of 1 Records" section shows a table with columns: BARCODE, TYPE, POLICY, DESCRIPTION, STATUS, and OPTIONS. The table entry shows the book is on loan until 18-10-2017 23:59:00 HKT. A green arrow points from the "On loan" status to the text "This item is on loan". A green arrow points from the "On loan" status to the "MyLibrary Record" section below. The "MyLibrary Record" section has two login options: "EdUHK Students and Staff" and "External Members". A green arrow points from the "EdUHK Students and Staff" option to the text "Current EdUHK students and staff can login with their network username and password." Another green arrow points 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".

**Sign in to MyLibrary Record to make request**

**This item is on loan**

**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)	<a href="#">Request</a>

Select the pickup location

Details of title you requested:

Material Type: Book

Terms of Use: 14 Days Loan

Pickup Location: \*

Not Needed After: X

Comment:

CANCEL REQUEST

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

BOOK  
Physical education for children : instructor's manual  
Jerry R. Thomas; Amelia M. Lee 1938-; Katherine T. Thomas 1948-; c1988  
Available at TKOSC LEARNING COMMONS TKO Book (GV443 .T46 1988)

TOP  
GET IT IN LIBRARY  
DETAILS  
EXPORT  
LINKS  
TAGS

Get It in Library

REQUEST OPTIONS: ☒

TKOSC LEARNING COMMONS TKO Book GV443 .T46 1988  
Hide Details

1 - 1 of 1 Records

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

Details of title you requested:

Material Type: Book  
Terms of Use: 90 Days Loan  
Pickup Location: ★ MMW LIBRARY  
Not Needed After:  
Comment:

CANCEL REQUEST

Click “Request” to submit

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