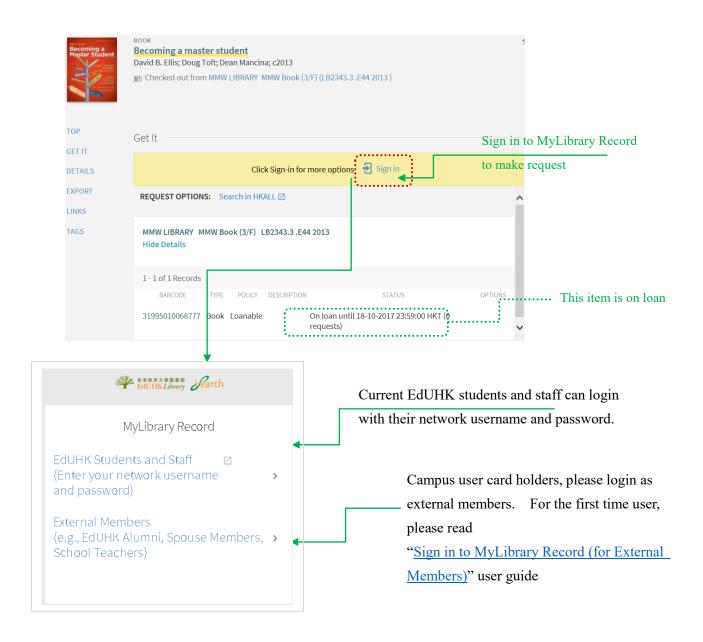


# HOW TO ... REQUEST a loan item, REQUEST Inter-campus Delivery Services and REQUEST books from Hong Kong Academic Library Link (HKALL)

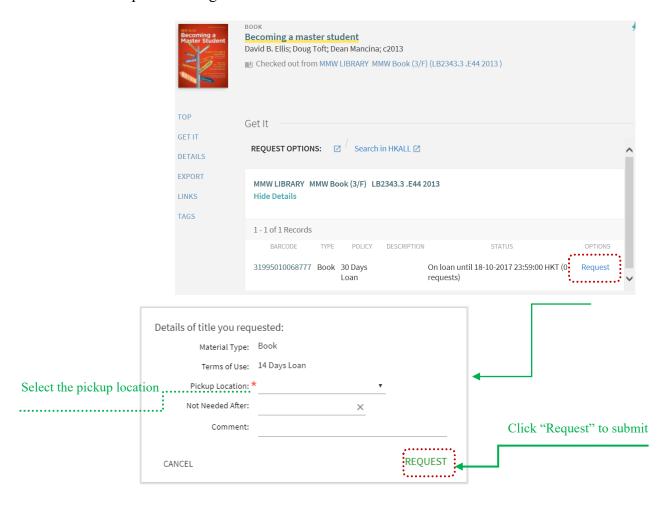
### Place a hold on a loan item

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. <u>Category D members</u>) are excluded).

#### 1. Retrieve the desired item from iSearch



#### 2. Submit request after sign in



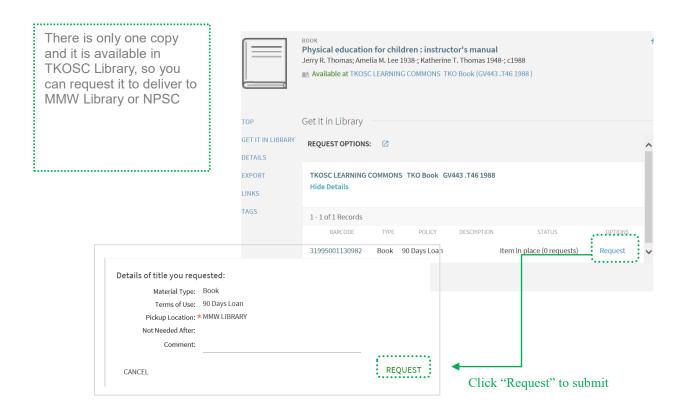
#### 3. Go to MyLibrary Record to check or manage your request

- 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)



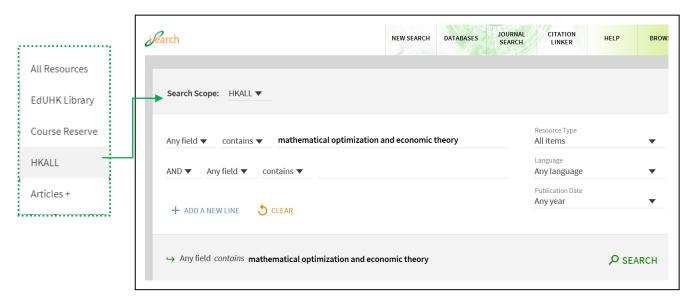
2. Go to MyLibrary Record to check or manage your request

- ➤ 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.

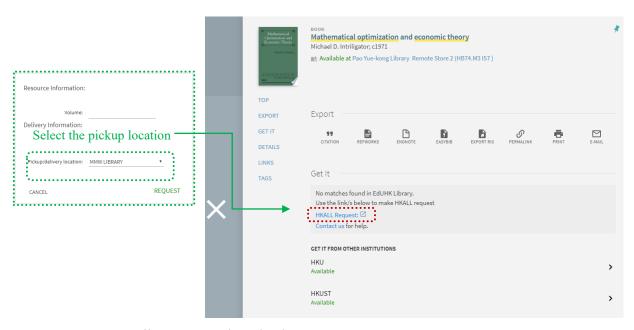
## HKALL

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