

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 "REQUEST OPTIONS" and a table of records.

Annotations on the screenshot include:

- A green arrow pointing to the "Sign in" button with the text: "Sign in to MyLibrary Record to make request".
- A green arrow pointing to the "On loan until 18-10-2017 23:59:00 HKT (0 requests)" status with the text: "This item is on loan".
- A green arrow pointing to the "MyLibrary Record" login section with the text: "Current EdUHK students and staff can login with their network username and password."
- A green arrow pointing to the "External Members" login section with 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".

MyLibrary Record

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

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

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

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 and Staff dependants 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

The screenshot shows the iSearch interface. On the left, a sidebar contains a list of search scopes: All Resources, EdUHK Library, Course Reserve, HKALL (highlighted), and Articles +. The main search area has a header with 'iSearch' and navigation links: NEW SEARCH, DATABASES, JOURNAL SEARCH, CITATION LINKER, HELP, and BROWSE. Below the header, the 'Search Scope' is set to 'HKALL'. The search query is 'mathematical optimization and economic theory'. The interface includes filters for 'Any field', 'contains', 'Resource Type', 'Language', and 'Publication Date'. At the bottom, there is a 'SEARCH' button and a summary of the search criteria.

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

The screenshot shows the book details page for 'Mathematical Optimization and Economic Theory' by Michael D. Intriligator. The page includes a sidebar with 'Resource Information' and 'Delivery Information'. The 'Delivery Information' section has a dropdown menu for 'Pickup/delivery location' set to 'MMW LIBRARY'. The 'REQUEST' button is highlighted. The main content area shows the book details and a section for 'GET IT FROM OTHER INSTITUTIONS' with links to HKU and HKUST. A red box highlights the 'HKALL Request' button.

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>