

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 and instructions:

- Sign in to MyLibrary Record to make request:** Points to the "Sign in" button in the "REQUEST OPTIONS" section.
- This item is on loan:** Points to the "On loan until 18-10-2017 23:59:00 HKT (0 requests)" status in the table.
- Current EdUHK students and staff can login with their network username and password:** Points to the "EdUHK Students and Staff" login option in the "MyLibrary Record" section.
- 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:** Points to the "External Members" login option in the "MyLibrary Record" section.

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

Eligible users (except [Category D members](#)))can request circulating materials housed in MMW Library to be sent to the Tseung Kwan O Study Centre (TKOSC) Library, North Point Study Centre (NPSC) , West Kowloon Study Centre (Austin Road) or West Kowloon Study Centre (Museum Drive) 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 / NPSC / WKSC

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 Service 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>