

## Cambridgeshire Libraries – Catalogue Help Notes

### How to request an item from the catalogue

#### Accessing the catalogue

Go to <http://www.cambridgeshire.gov.uk/catalogue>

Click on the words 'Please click here to go to the library catalogue'

On the page that appears type in your library barcode and PIN

Click on 'Login'

**Notes:** *Your library barcode is on your library card and begins with the letters 'DD'. It is important to type it without any spaces.*

*If you don't know your PIN please request it by phoning 0845 045 5225.*

#### Search for the item you wish to request

In the box 'Quick Search' type in your search term. e.g. 'wilbur smith'.

In the box to the right the index 'words & phrases' is selected by default, The index to be searched can be changed by clicking on the downward arrow to the right of 'words & phrases'. In this case select 'author'.

Click on 'Search'.

**Notes:** *For further information on searching see notes on carrying out an Advanced Search*

*For information on requesting an item that you do not find in the catalogue please see notes on requesting items out of stock*

#### Viewing your search results

You will now be presented with a page of search results. The number of titles found will be displayed – in this case 86 records are listed.

20 titles will be displayed per page. Along the top of the page it says:

Pages << 1 2 3 4 5 >>

To see the next page of results click on '2'. This will display the next page of titles i.e. 21 to 40.

#### Placing your hold

Once you have identified the title you wish to request click on 'Place hold' which appears on the left hand side of the screen on your results page.

The 'Place hold' screen will appear. At this point your "pickup library", that is the library from which you wish to collect your "holds"

To select your 'pickup' click on the downward arrow to the right of the words '\*\*Please select library'

## Cambridgeshire Libraries – Catalogue Help Notes

**Note:** *you are welcome to collect your items from any of our libraries or mobile libraries.*

Click on 'Place hold'. You will now see a page confirming your details and the title that has been requested.

**Notes:** *There may be a fee for making requests which is payable when you pick up the hold. Details of charges can be found at:*

[http://www.cambridgeshire.gov.uk/leisure/libraries/using/charges/request\\_charges.htm](http://www.cambridgeshire.gov.uk/leisure/libraries/using/charges/request_charges.htm)

### Reviewing your holds

If you wish to confirm that the title has been requested, or to review the progress of your holds, click on 'My Account & Renewals' at the top of the screen.

Click on 'Review My Account'.

You will see the titles of any items you currently have on loan. Beneath this you will see the titles of items you have requested.