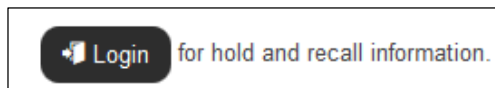


## REQUEST, to order book from our other library

1. Search the book you want and click it's title



2. You are on the availability view. Check if the book is available in your own library. If not, please:



3. You are again on availability page, choose and make

● Available

CallSlip Request

4. Choose/check Pick up location and

Place Request

5. You can see your holds and requests in Your account. There you can also cancel your request.

Your request was successful. Callslipl Requests.

6. You'll get an email, when the book is waiting for you. It will be on hold for 5 workday. If you don't pick up or cancel your request in time, you will get fee according to price list

7. If you use a public computer, **Log out and close the browser.**