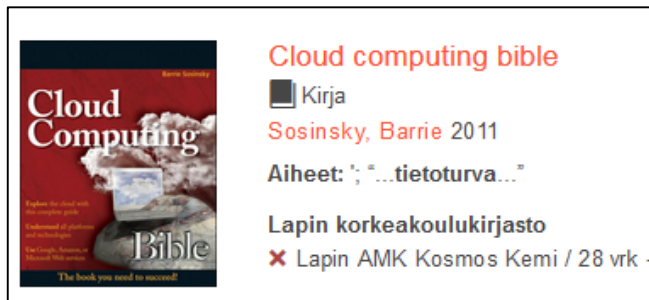
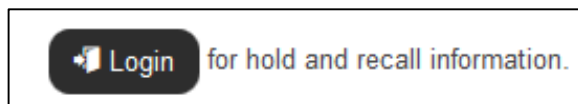


REQUEST, when all books are on loan

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



2. You are on the availability view. If the book isn't available:



3. You are again on availability page:

Place a Title Level Request

4. Choose/Check Pick up location and

Submit Request

5. You can see in Your account: Holds and Recalls. There you can also cancel your holds.

Your request was successful. Your Holds and Recalls.

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.**