

How to reserve a book on the Library Catalogue

In this video, I will show you how to request a book that is out on loan. Books that you borrow from the Library are automatically renewed every week unless someone else has requested them. So, if you need to get hold of a book that is currently out on loan, the quickest way is to place a request for it on the Library catalogue.

In this case the book I want is called 'Business school libraries in the 21st century' edited by Tim Wales.

In the catalogue search box at the top of the Library homepage, I am going to enter some key words from the title, 'business school libraries', and the author or editor's surname, in this case Wales. Now I click on search or hit enter on the keyboard.

This brings me to a results list on the Library catalogue. To limit my results to books only I can select the Books option from the filters listed below the single search box at the top of the page. This gives me several results, but I can see that the second one is the book I want to borrow: Business school libraries in the 21st century edited by Wales.

There is greyed out text on the result that says 'Not available' and clicking on the result to see the full record of the book will tell you why the book is not available to be borrowed.

The 'Get It' section of the full record tells me where the book is usually shelved and it also tells me that the book is currently on loan and when it is due back. The system will automatically renew the book unless it is requested by someone else, so rather than wait for the book to be returned, anyone who wants to use the book should place a request.

To place a request on a book, you need to be signed in to your Library account. If you haven't already signed in there will be a yellow banner in the 'Get It' section saying 'Please sign in to check if there are any request options' next to a sign in link.

Click on the sign in link and enter your University username and password when you're prompted for your single sign-on information. Once you have done that, you will see two request options: Request or Bath Copies Request.

To reserve the book, click on the 'Request' link. You can enter a date after which you no longer require the book and you can leave a comment, but you don't need to do either to reserve the book. When you're ready to submit your request click on 'send request' and you'll see a green banner with confirmation that your request has been sent.

To view your request and see your position in the queue go to your Library account by clicking on your name on the top right-hand side of the screen. From the drop-down menu click on 'My Requests'. You can see the details of all the requests you have made and your place in the queue for each one, which can give you an idea of how long it might take for the book to become available. You can also cancel requests here if you no longer require the book.

You will receive an email once the book has been reserved for you and another an email when it is available to borrow from the reservation shelf. The reservation shelf is on Level 2 of the Library to the right of the Reader Services desk and self-issue machines. Please note that books are kept for a period of 7 days so you will need to collect them within this time frame. Once you have collected the book, use a self-issue machine to borrow it.

If you are having difficulty reserving a book, please ask a member of staff in the Library to help you. For this or any other help you might need, speak to a member of staff in the Library, or contact the Library team online. You can email library@bath.ac.uk or use the 'Need help?' button on the Library homepage.