

## **How to reserve a book**

In this video I will show you how to reserve a book. Books which you borrow from the Library are automatically renewed unless someone else has reserved them. So, if you need to get hold of a book which is currently out on loan, place a reservation on the Library catalogue.

In this case the book I want to reserve is called 'Business school libraries in the 21<sup>st</sup> century' edited by Tim Wales.

In the search box I am going to enter key words from the title: business school libraries and the author or editor's surname, in this case Wales. Now I click on Search. To limit my results to books I can select the book filter from the drop down menu next to the search box. This gives me one result: Business school libraries in the 21<sup>st</sup> century edited by Wales, which is the book I want to borrow. Unfortunately I can also see that there are no copies available.

To view full details of the book click on the 'no copies available' link. Here you can see that the book is currently out on loan. Reserve the book by signing in using the link here and entering your University username and password. I now have two request options to choose from: reserve or Bath Copies scan. To reserve the book click on the 'reserve' link and enter a date after which you no longer require the book, or you can just leave this blank. Then click on request. You'll see a confirmation that your request has been placed and your position in the queue.

If you click on your Library account details using the options on the top right of the screen here you can view your current reservation requests. You can also cancel requests here, if you no longer require a book.

You will receive an email once the book becomes available and you can collect your reserved book from Level 2 of the Library to the left of the Reader Services Desk. Reservations are shelved alphabetically by requester surname. Please note that books are kept for a period of 7 days so you will need to collect them within this time frame.

If you are having difficulty reserving a book please see a member of Library staff or email us at [library@bath.ac.uk](mailto:library@bath.ac.uk).