

Transcript: reserving books

Sometimes, the book you are looking for may be out on loan to another borrower. Instead of its status being 'available', it will show on the catalogue as 'due back' on a particular day.

If this happens, you can click the 'Reserve this item' button.

You will then be prompted you to log in with your GSA username and password so that you can access your library account.

When you have done this, you will be taken back to the library catalogue. Click the 'Reserve' button and you will see a message confirming that your reservation has been successful.

An email will be sent to your GSA email address once the book is ready for you to collect from the Library, and you can also use the 'My account' link on the home page of the catalogue to check on the progress of your reservation, or to cancel it if you no longer need it.