

Transcript

Title: Request a book
Author(s): Swinburne Library

Audio/video for this transcript available from: <http://commons.swinburne.edu.au>



If a book or DVD you have found in the Library Search is showing as 'Out of Library' instead of 'Available' or, if all of the loan copies are showing as 'Unavailable' you can easily request it.

Click on 'Log in'. Enter your Swinburne ID and Password. Click 'Request' and use the drop-down menu to select your preferred campus pick-up location. Leave all the other fields blank. Click 'Request' and you should see confirmation that your request has been placed.

Under 'My Account' you can check the status of your request or cancel if it is no longer required.

When your requested item is ready to pick up, you will receive an email. Items that are ready to be picked up are arranged alphabetically by surname at the campus pick up location. Locate your item and take it to the self-check-out kiosk to borrow.

Swinburne Online, OUA and remote off-campus students can borrow books by mail within Australia. To access this service, go to 'About the library' and select 'Borrow', and then 'Borrow by mail'. Select 'Place a request' and complete and submit the webform.

If you have any other questions, speak to a library staff member, contact us online or visit the Library website.

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