You can request a book or DVD that is currently out on loan or at another campus.

We’ve used library search to find this book, but when we click on ‘Get it’ we can see that all copies are out on loan.

We would like to borrow the book when it next becomes available.

To place a request, click ‘Sign in for more options,’ and enter your Swinburne username and password.

Under the ‘Get It’ tab, click ‘Request’ and use the drop down menu to select your preferred campus pickup location. You can leave all the other fields blank.

Click the orange ‘Request’ button, and you should see confirmation that your request has been placed.

Under ‘My Account’, you can check the status of your request, or cancel it if it’s no longer required.

We’ve received an email in our Swinburne email account - The item is ready for pickup!

Items that are ready to be picked up are arranged alphabetically by surname at the campus pickup location. Once you have located yours, you can take it to the self checkout machine and borrow it like any other item.

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 web form.

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