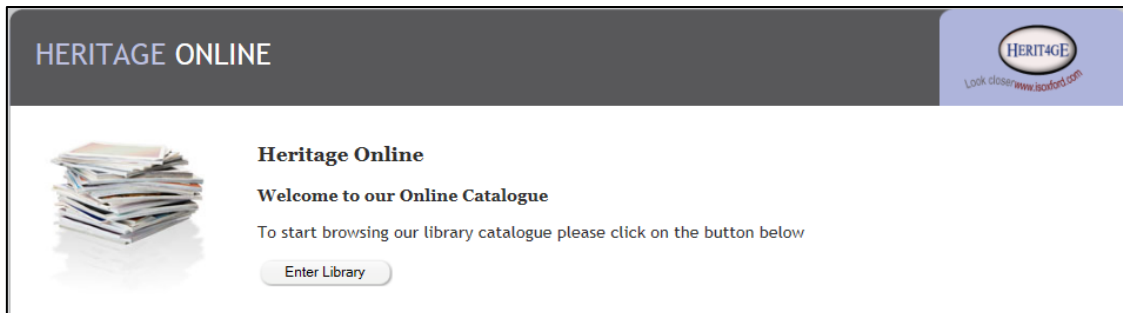# Online Catalogue – guide

The Online Catalogue lists all the books, DVDs and ebooks in the Brooklands College collection. You can use it to search for items, check your own account and renew or request material.

You can access the Online Catalogue from any computer that is connected to the Internet. Go to http://brooco.cirqahosting.com/

Log in to do more

You need to have enrolled with the Library to access these features.

My account

When you log in you will see a summary of your account in the top right of the screen. Click on your name, or the **Account** menu option, to open the **My Account** screen.

Select the following pages by clicking on the relevant tab.

Loans – displays your current loans and their due dates.

Author	Title	Medium	Due date	Rn.	
MEDLAND, A J	Principles of CAD: a coursebook	Book	14 Jan 2014	1	☐

Reserved – displays your reservations, including your place in the reservation queue. It is possible to cancel a reservation from this screen (but not to make a new reservation).
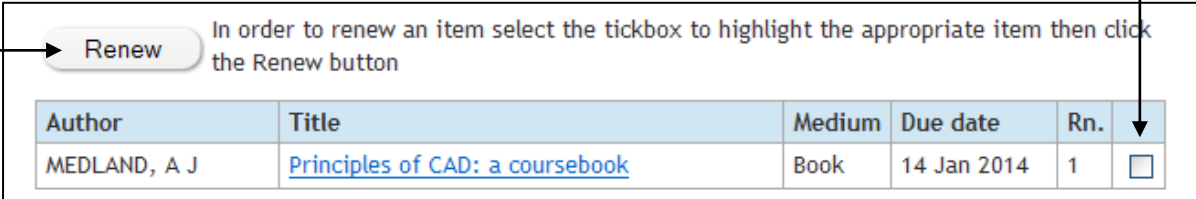
Author	Title	Date resv'd	Status	Due/held/info	
PORTER, L	Car bodywork repair manual: the complete, illustrated step-by-step guide	09 Dec 2013	Reserver 1	[Available]	☐

History – displays your borrowing history over a selected time period.

Charges – contains a list of any fines you have incurred.

Renewing items

You can extend the due date on an item. To do this: log in with your reader code / student ID, open the **My Account** screen and click on the **Loans** tab. Select the item you want to renew by ticking the tickbox at the right of the row, then click the **Renew** button.
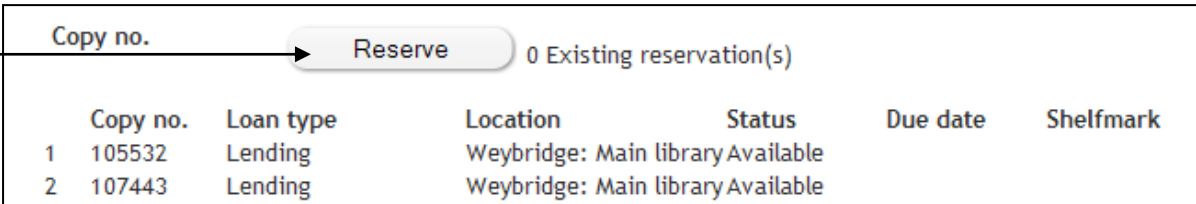
Author	Title	Medium	Due date	Rn.	
MEDLAND, A J	Principles of CAD: a coursebook	Book	14 Jan 2014	1	☐

Renew — In order to renew an item select the tickbox to highlight the appropriate item then click the Renew button

Reserving items

You can reserve an item so that when it becomes available it is held at the Library desk for you to collect. This is especially useful if the item is out on loan to someone else or only available in the other Library.

Copy no.   Reserve   0 Existing reservation(s)

	Copy no.	Loan type	Location	Status	Due date	Shelfmark
1	105532	Lending	Weybridge: Main library	Available		
2	107443	Lending	Weybridge: Main library	Available		

To reserve an item: log in with your reader code / student ID, search for the item and display the record in the Detailed results screen, then click the **Reserve** button and follow the on-screen instructions.

Help

On screen help is available via the **Help** button on the top menu. If you would like further help please ask a member of Library staff.