

## Renewing and Reserving Online



The online catalogue lists all the books, DVDs and e-books in the Brooklands College collection. You can use it to search for material for your course, check your own use and renew or request items, (searching is covered in *Your Guide to the Online Catalogue 1*)

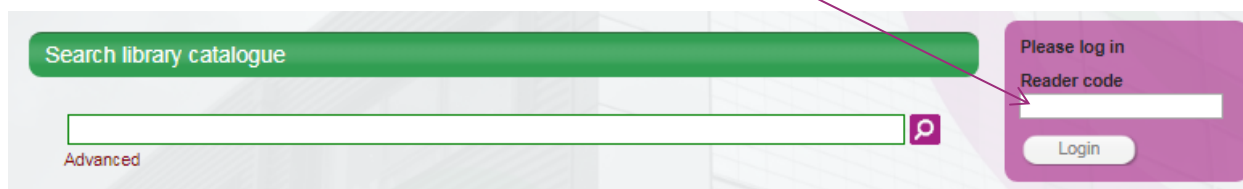
You can access the online catalogue via the LRC website, Moodle pages or direct from <http://brooco.cirqahosting.com/Heritage>



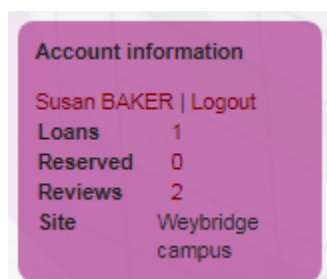
You must have enrolled with the Learning Resources Centre to access these features.

## Your Account

To log in enter your student I.D. number into the **Reader code** box on the initial search screen.



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	Renewal	✓
F ABAGNALE	Catch me if you can: the true story of a real fake	Book	21 Nov 2017	0 of 0	n/a

**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 reservation.

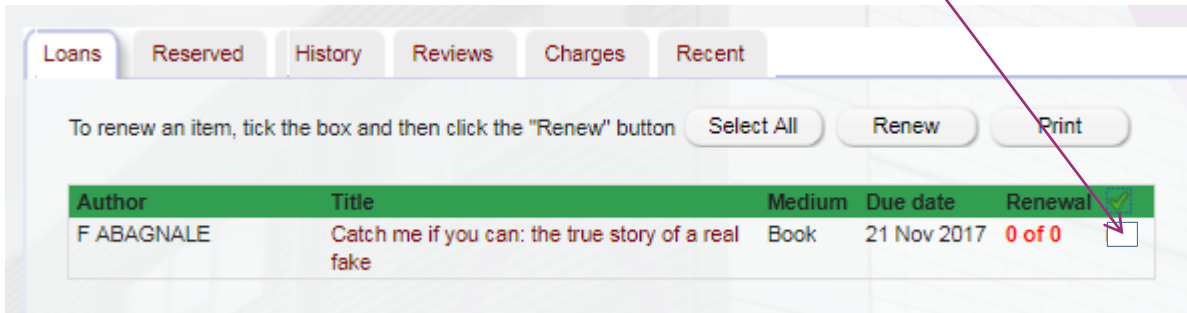
**History** – displays your borrowing history over a selected time period.

**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 as above
- open the **My Account** screen
- click on the **Loans** tab.
- Select the item you want to renew by clicking on the tick box at the right of the row
- click the **Renew** button



## Reserving items

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

Reservation Information		Reserve	0 Existing reservation(s)	
Copy no.	Loan type	Location	Status	
1 097667	Lending	Weybridge: Main library	Available	
2 097669	Lending	Weybridge: Main library	Available	

To reserve an item:

- log in as above
- search for the item
- display the record in the **Detailed results** screen so that the copy information is visible
- click the **Reserve** button

## Help

On screen help is available via the **Help** button on the top menu. For further help, please ask a member of LRC staff.