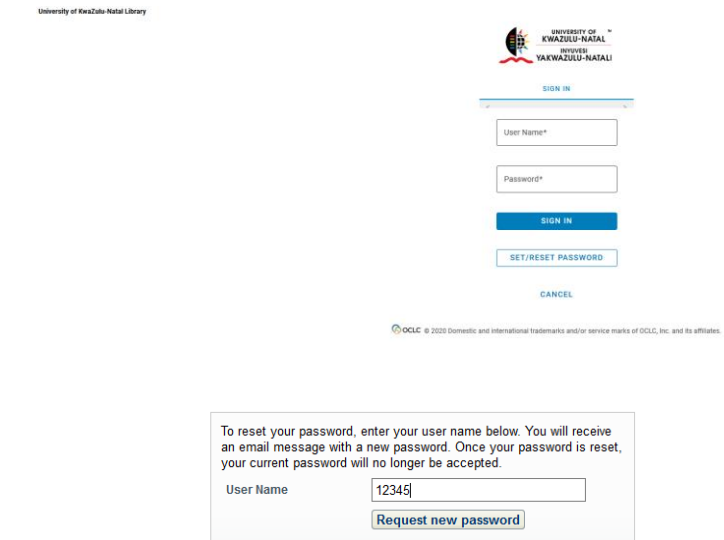
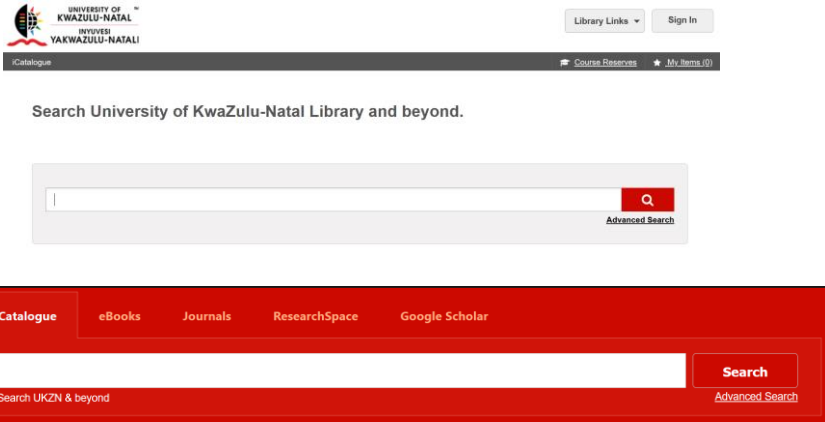
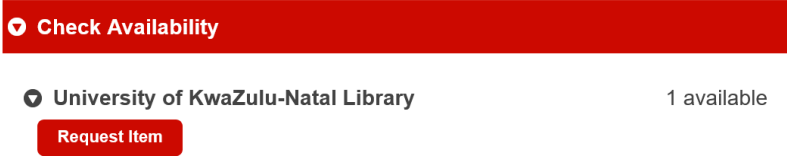
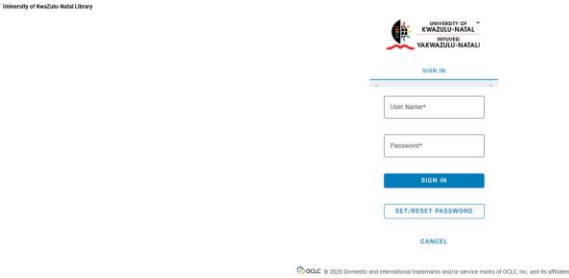
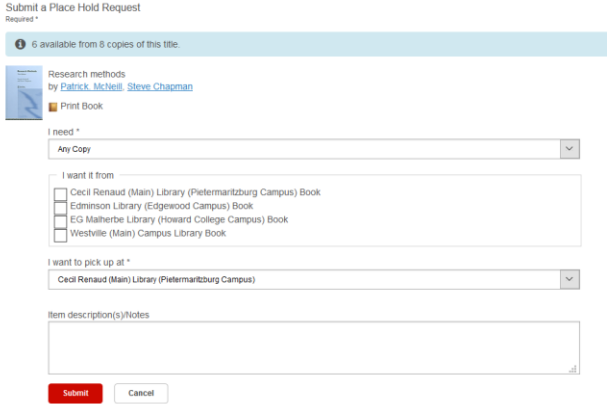


UKZN library: Book retrieval Service

Steps to request an item for pickup:

<p>Step 1</p> <p>Set up your online My Library account</p> <ul style="list-style-type: none">- Create a password to login- Click on the link “set/reset password”- In the user name field, Enter in your student or staff number- Click on “request new password” to create a password	 <p>University of KwaZulu-Natal Library</p> <p>SIGN IN</p> <p>User Name*</p> <p>Password*</p> <p>SIGN IN</p> <p>SET/RESET PASSWORD</p> <p>CANCEL</p> <p><small>© OCLC © 2020 Domestic and international trademarks and/or service marks of OCLC, Inc. and its affiliates.</small></p> <p>To reset your password, enter your user name below. You will receive an email message with a new password. Once your password is reset, your current password will no longer be accepted.</p> <p>User Name <input type="text" value="12345"/></p> <p>Request new password</p>
<p>Step 2</p> <p>Look up an item on iCatalogue</p>	 <p>University of KwaZulu-Natal Library</p> <p>Library Links Sign In</p> <p>iCatalogue Course Reserves My Items (0)</p> <p>Search University of KwaZulu-Natal Library and beyond.</p> <p><input type="text"/></p> <p>Search</p> <p>Advanced Search</p> <p>iCatalogue eBooks Journals ResearchSpace Google Scholar</p> <p><input type="text"/></p> <p>Search UKZN & beyond</p> <p>Search</p> <p>Advanced Search</p>

<p>Step 3</p> <p>Click on the title of the item to open up the next level of information</p> <ul style="list-style-type: none"> - <i>On the right, Scroll down the page.</i> - <i>Under the heading “Check Availability”, Click on the “Request Item” button.</i> <p>This button will only appear for items that are available for loan at a UKZN Library.</p>	
<p>Step 4</p> <p>If not authenticated, you will be prompted for your “My Library account” login credentials</p> <ul style="list-style-type: none"> - <i>Enter in a username. Enter in your student or staff number</i> - <i>Enter in the password you created</i> - <i>Click “sign in”</i> 	
<p>Step 5</p> <p>A Hold request form will display with the item details filled in.</p> <ul style="list-style-type: none"> - <i>Verify the item details</i> - <i>I Need*: Leave I Need* set to Any Copy (unless you want a single volume from a multi-volume set)</i> - <i>I want it from*: Select the library you want to request the item from</i> - <i>I want to pick up at*: Select a Pick-up library to collect your item</i> <p>The Pick-up Location is the library from where you wish to fetch the book once it arrives.</p>	
<p>Step 6</p> <p>Submit your item request</p> <ul style="list-style-type: none"> - <i>Click “Submit” to submit your Item pick-up request</i> 	

A confirmation message will display.

I want to pick up at *


Cecil Renaud (Main) Library (Pietermaritzburg Campus)

Item description(s)/Notes

Submit Cancel

Place Hold Submitted

✔ You submitted 1 hold request(s).

 Research methods in education
by Joseph W. Check, Russell K. Schutt

Print Book

I need: Specific Copies

Shelf Location(s):

- Edminson Library (Edgewood Campus) Book
- 370.78 CHE Available

I want to pick up at: Edminson Library (Edgewood Campus)

Return to Search View Requests

You may follow up on your request with your [Circulation desk](#) or send an email query to:

Name of Library	Email address	Telephone
Edgewood Library	Libraryedgewood@ukzn.ac.za	+27312603467
Howard College Library	Libraryhc@ukzn.ac.za	+27312602323
Medical Library	Librarymedical@ukzn.ac.za	+27312604261
Pietermaritzburg Library	Librarypmb@ukzn.ac.za	+27332605258
Westville Library	Librarywestville@ukzn.ac.za	+27312607390

You will receive an email notification once your item request is ready at your pick up library.

For further assistance and training, please contact your relevant [Subject Librarian](#).