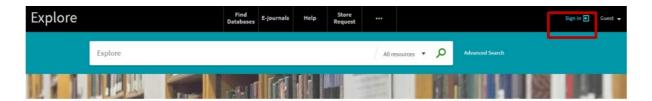


Renewing and requesting books

Using and checking your library account

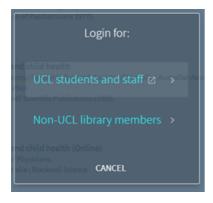
Go to the Explore webpage at www.ucl.ac.uk/library/explore.

Click 'Sign in' in the top right corner of the screen.



- For UCL members Your login will now use your standard UCL user id and password.
- For non-UCL library (external, including GOSH) members
 with borrowing access Your login will be the barcode number from
 your UCL ID card and the password that you selected when you joined the
 library.



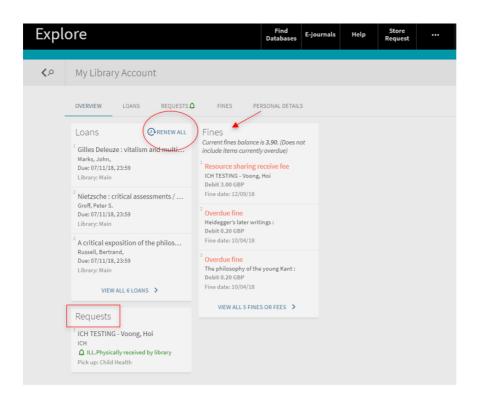


Once you're logged in, click 'My Account' in the drop down menu.

On this page, you'll be able to see what's going on in your Library account, this includes:

- A list of the books you have on loan and their due date.
- Any store or inter-library loan requests.
- Any library fines you owe.

To renew items you have on loan, click **Renew All** or **Renew** next to the book you want to renew. Take note of the new due date.



Requested books

If another library member has requested a book that you have on loan, you won't be able to renew it.

If the requested book is a standard loan:

You must return it within one week of the request being placed. It is good practice to check your account regularly, but you will be sent an email informing you that the book has been requested. This email will give a new return date which overrides the original return date. If you ignore this notice, a fine will be imposed.

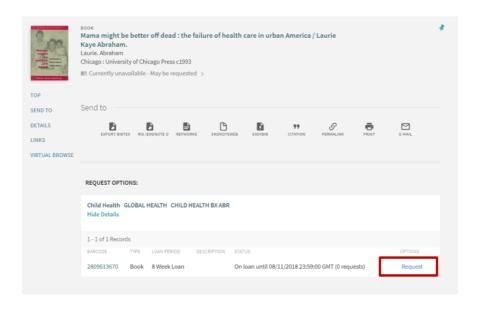
If the requested book is a one week loan:

You must return it by the due date.

Requesting a book which is on loan

- To request a book that is on loan, you must sign in (see above).
- Once you have done this, you will see a link to 'request'.
- Click on this, your request will be registered.

When the book is returned to the Library, it will be put aside for you and you will receive an email to collect this item within a week of receiving the email. After this time, the book will be reshelved.



Note: You cannot request books that are available. Exceptions to this are:

 Books that are listed as being 'on order'- these books have been ordered from a bookseller and if you request them, they will be put aside for you as soon as

they arrive in the library.

 Books 'in cataloguing'- a basic record appears on Explore, enabling you to request the book, but the cataloguing process is not yet finished. The cataloguing team will receive your request and will prioritise the cataloguing.
 As soon as the book arrives in the library it will be put aside for you.

Last update: September 2019

ich.library@ucl.ac.uk

www.ucl.ac.uk/child-health/support-services/library