Reserving a library book online

On the Library page of the cathedral website, click on ‘search our catalogue’:

![Search our Catalogue button](image)

This takes you to the catalogue entry page. Click on ‘Enter library’:

![Enter Library button](image)

Log in on the right hand side at the top. You’ll need your library card. The reader code is the bar code letter/number combination beginning R00. The PIN should be written on the back of the card. If you haven’t renewed your membership in the last six months or so, your PIN may have been given to you separately. If you’ve lost it, email the library and we will send you a new one.
Then search for the book you want to reserve (there is a helpsheet on searching if you need it).

Scroll down until you can see the reservation information. In this case, no-one else has reserved the book.

Click on the ‘reserve’ button. You should now see a screen telling you that the reservation has been made:
And you can check by returning to the catalogue page for the book. Here the reservation information now shows that there is one reservation outstanding (reservations are dealt with on a first come first served basis):

If the book is showing as available, that means it’s on the shelves and we should be able to retrieve it for you quickly. We will email you to tell you it’s ready for collection. If it’s showing as ‘on loan’ your reservation will be fulfilled once the book has been returned, but please note that all returned books have to be quarantined so there will be a further delay before we let you know it’s ready for collection.

If you decide you don’t need the book any more, you can cancel the reservation. Log into the system, and in the account information box click on the link to reservations.

You should see the book(s) you have reserved:
Check the box by the reservation you want to cancel, and then click on the ‘cancel’ button:

The cancelled reservation should disappear and the account information should update automatically:

If you have any problems with making or cancelling a reservation, please email us and we’ll do our best to help: library@stalbanscathedral.org