Using the library catalogue

You can access the library catalogue through UDo or by using the link from the library web pages – www.derby.ac.uk/library

Simple search

- Enter a search word and click on the Search button - the number of results will be displayed above the list of titles available
- You have the option to sort your results by date, or alphabetically by author or title, using the Sorted by drop down list

- Click on a title to show the details of that item. If you need more information such as loan type or due back date for items currently on loan, click on Expand All
- Click on the blue search for “…” link to return to your list.

Limiting your search

- To reduce the number of results, add more words in the search box at the top of the screen (such as an author name) or use an exact phrase search using “”. Use the build search link to the right of the Search box for more advanced searching.
- To limit your search by location, format (such as book or DVD), subject or year, use the headings on the left hand side. Your search is recorded at the top of the page so that you can return to any previous step within the search.

The library catalogue also allows you to:-

- List your loans and check their date of return
- Renew items on loan (see over)
- Check whether items you have reserved are waiting for collection. (See overleaf for how to make a reservation)

All this information can be accessed through the My Account tab at the top of the library catalogue page. You will need to enter your borrower number without the P - this is near the barcode on your ID card.
Renewing books by phone and on the web

Library Enquiries - 01332 591215

You will need your P number when renewing – you can find it above the barcode on your ID card. When renewing please keep a check on due dates in your library account.

You can renew books by phone or on the web up to **10 times**, after which you need to bring the books to us if you wish to renew them again.

You cannot renew items

- if you have outstanding fines in excess of £5 or
- if someone else has reserved them

To renew your books online

- log in using the **My Account** tab in the library catalogue
- click on **Renew** to the right of the title(s) you wish to renew or **Renew All**

<table>
<thead>
<tr>
<th>Title / Author</th>
<th>Date</th>
<th>Fine</th>
<th>Renew Count</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grow your own veg</td>
<td>23rd September</td>
<td>£0.00</td>
<td>1</td>
<td>Renew</td>
</tr>
<tr>
<td>Scotland</td>
<td>3rd October</td>
<td>£0.00</td>
<td>0</td>
<td>Renew</td>
</tr>
</tbody>
</table>

- If your renewal is successful a **Renewed!** message will display.
- If the item cannot be renewed a **Reserved** notice appears

Reserving books using the library catalogue

If a book you require is out on loan or only available at one of the other sites

- click on the **Reserve this item** button
- enter your **borrower number** and click on the **login** button
- choose which **site** you wish to collect the item from, using the drop down menu, and click on the **Reserve** button

You will see a clear message to show whether the reservation has been successful or not (if you owe fines in excess of £5 you will not be able to reserve books)

A message will be sent to your **University of Derby email account** to let you know when your book has arrived for you to collect at the library you chose.

You can cancel an active reservation by logging in to your account and clicking on the **Cancel** button beside the relevant item in the **Reservations** section.