

Malta College of Arts, Science & Technology

Library and Learning Resource Centre

Reserving a Library Item on Loan

Reserving a Library Item on Loan

Search for the item on the <u>online library catalogue</u>, using any of the following:

- Simple search by entering a Keyword, Title, ISBN, or Publisher;
- >Author search; or
- Advanced search.





Reserving a Library Item on Loan (2)

Click on the title of the library item required to view its details.





Reserving a Library Item on Loan (3)

Note that only library items with a blank shelf mark or with "EL", "F", "FM", "G", 'I", "IF", "IM", "J", "JM", "K", "KM", "LOA", "M" and "YO-Y4" can be reserved.

Check the Status of the library item required;

If it is on loan, you can reserve it by clicking on Reserve.

MCAST LIBRARY- MEWING	ITEMISBN 9781897676943				
Title	Total nutrition : feeding animals for health and growth				
Author	Adams, Clifford A. Total Nutrition Freeding Animula for Health and Growth				
ISBN	9781897676943 ISSN				
Edition	I I I I I I I I I I I I I I I I I I I				
Imprint	Nottingham : Nottingham University Press, 2001				
Collation	244 p.				
Series					
Notes	Bibliography and index				
Format	text 🔟				
Dewey Code	636.0852				
Language	English				
Digital (www)	http://books.google.com/books?q=9781897676943				
Digital (Other)	Table_of_Contents_132915.pdf				
25 ¥ Sc	ome restrictions apply. Read reservations rules here				
Barcode Library	Shelf Binding Status				
138540 Agribusine	ss - Qormi Soft bound On Loan due back on Thu, 23 Oct 14 Reserve				
	Print Page How to Use Shelf Marks : A quick glossary				



Reserving a Library Item on Loan (4)

The login web page of <u>My Library Account</u> will appear. In order to reserve a library item you must log in into this account.

Login					
Please Use the form below to log into your MCAST Library Account.					
The ID Card must be a number followed by a letter, as in, 123456M, 234567G etc. (If you do not have a Maltese/Gozitan national ID number use the passport number you gave us when you registered with the library).					
If you don't have an account, click here to Create your account					
ID Card No.					
Password					
🔲 Remember Me					
Forgot Password?					
Login					



Reserving a Library Item on Loan (5)

If you haven't created your online library account yet, click on **Create Account** to do so.

My Library Account
Create Account
» Login
Reservation & Renewal Rules



Reserving a Library Item on Loan (5)

A notification that your reservation has been successful will appear.

MCAST LIBRARY - VIEWING ITEM ISBN 9781897676943 You reservation for Total nutrition : feeding animals for health and growth has been added successfully.						
Save Book Details						
Title	Total nutrition : feeding animals for health and growth	The second se				
Author	Adams, Clifford A.	Feeding Animals for Health and Growth				
ISBN	9781897676943 ISSN	Convert & Allows				
Edition		I FE				
Imprint	Nottingham : Nottingham University Press, 2001	@				
Collation	244 р.	NOTTINGALM				
Series		Conserving Freed				
Notes	Bibliography and index					
Format	text					



Reserving a Library Item on Loan (6)

Once the library item is returned:

- It will be put aside for you to collect within a week; and
- Be notified via an email to your MCAST email account. If this is unavailable, then through an email to your personal email account, if the e-mail address you gave us on registration is a valid one.



Viewing a Reserved Library Item

➢ Viewing a reserved library item can be done through our website by logging in into <u>My Library Account</u>.

Click on Account Status.

My Library Account
> Profile
Account Status
» Saved Criteria/Books
> Logins / Passwords
› Purchase Requests
» Reservation & Renewal Rules
> Logout



Viewing a Reserved Library Item (2)

The reservation will appear at the topmost part of your online **Library Account**. The following information will appear:

Book	Reserved On	Status	Reservation Expiry	
Total nutrition : feeding animals for health and growth	16/01/2015	ACTIVE	23/01/2015	Delete

Book: Title of library item.
Reserved on: Date of reservation.
Status: Pending when the item is reserved and until it is returned. Once item it is returned, the status changes to Active.
Reservation Expiry: The date until which the item is put aside for you to collect.

Delete button: Should you like to cancel the reservation.



Reserving a Library Item on Loan

For further information and queries you can check the Reservation & Renewal Rules found under <u>My Library</u> <u>Account</u>. Otherwise you can ask any of the Library staff or write to us at <u>Ilrc@mcast.edu.mt</u>.

