# Requesting and renewing items in iDiscover

Tip: To request or renew items you will need to be logged into your library account. Please remember to log out of your account/iDiscover when you have completed your session.

1. Logging in to iDiscover and login options

- Go to the discover home page: www.idiscover.cam.ac.uk

- Click on the **'Login to iDiscover'** in the top right of the navigation bar:
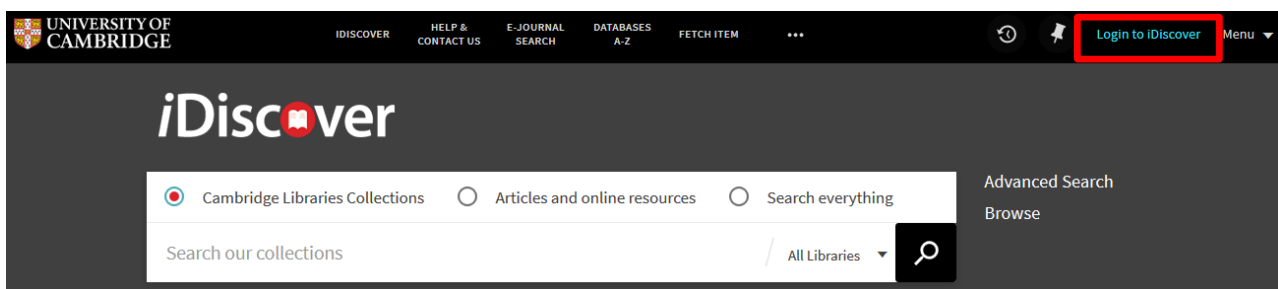
- This will display the two **login** options. Select the option relevant to you.
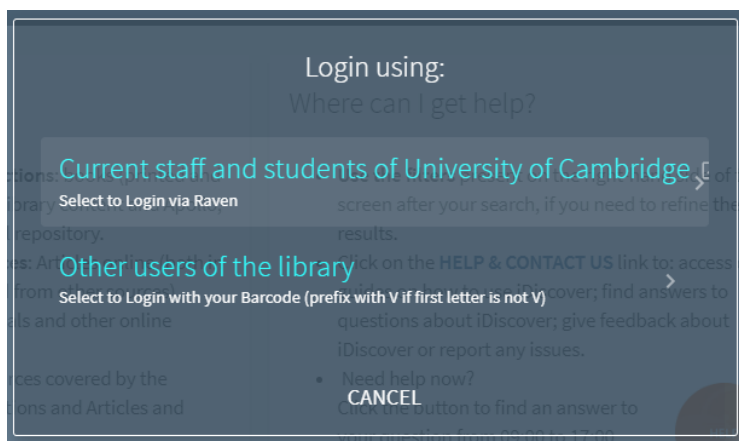
There are two separate logging in options:

1. **Current staff and students of the University of Cambridge:** Select this option to 'Login via Raven'. A Raven login screen will appear for you to enter your Raven details.

2. **Other users of the library:** Log in using your library card barcode. [NB: Prefix with V if first letter is not V]

For information about accessing libraries within Cambridge, go to the libraries directory:

http://www.lib.cam.ac.uk/libraries_directory/libraries_directory_n.cgi

- After logging in, the 'Login to iDiscover' and 'Menu' options are replaced with your sign-in name, which also serves as the menu drop-down list.
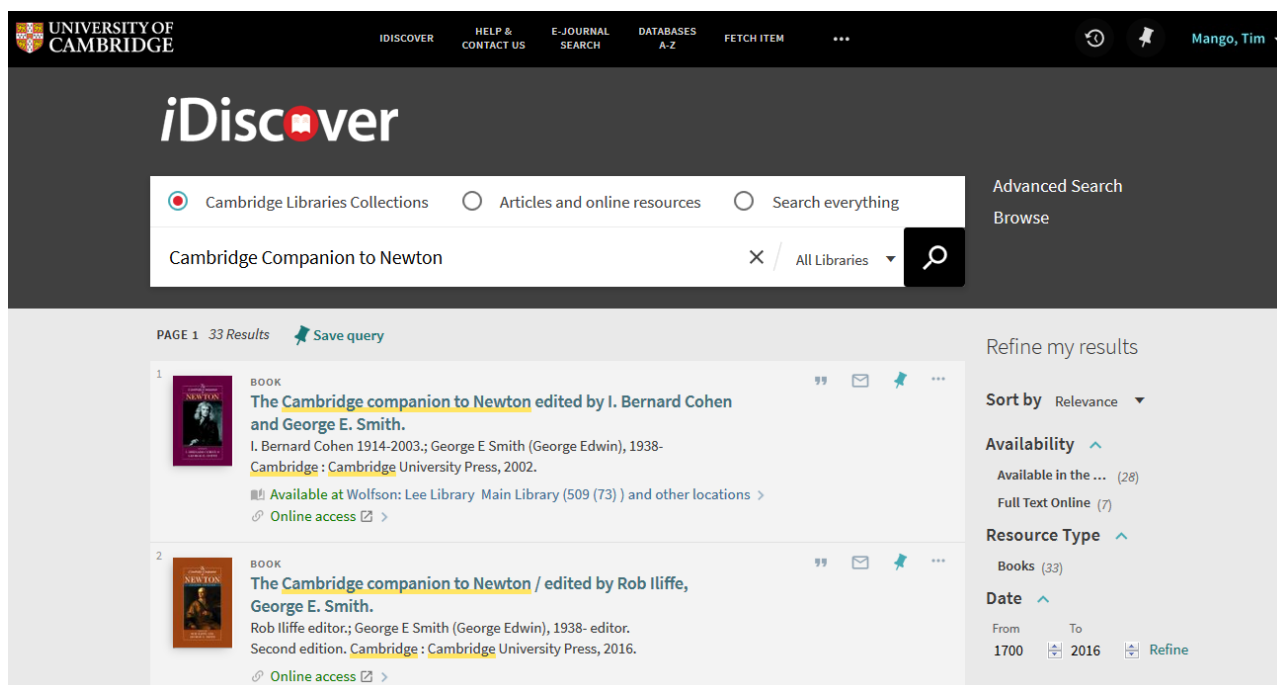

2. Requesting an item

Once logged in, requesting is done from the detailed results page in iDiscover.
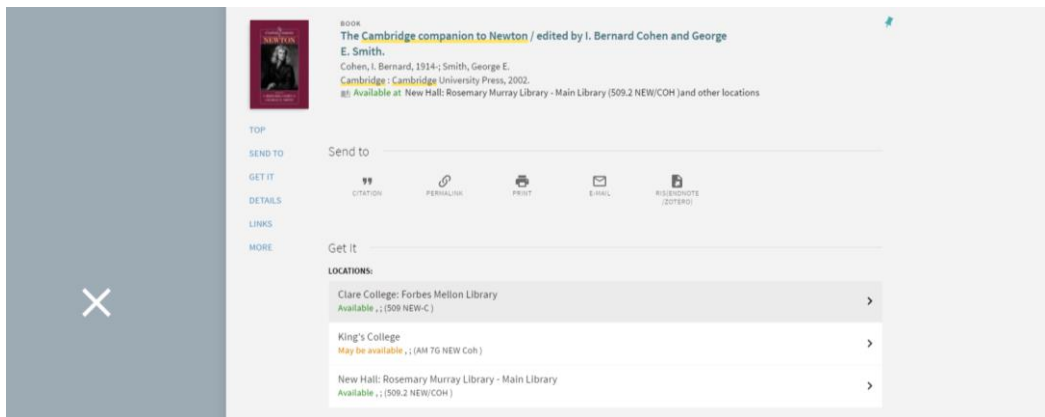
To get to the results page:

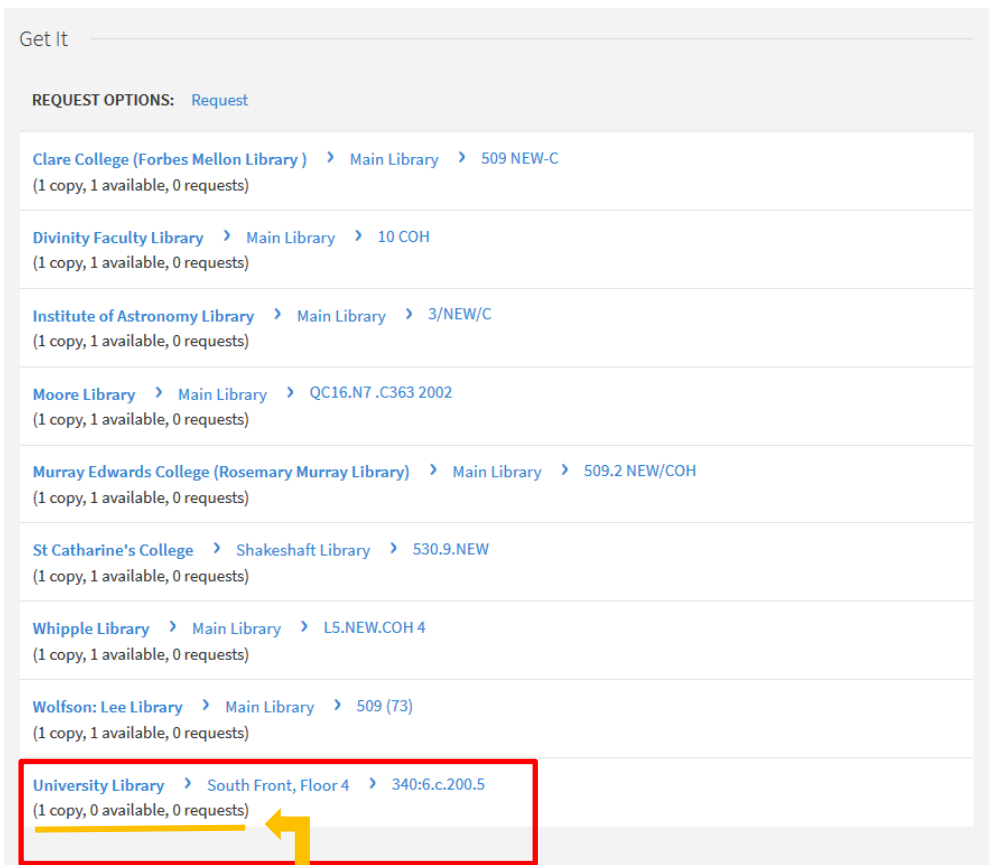- Enter your search (simple or advanced).
- Click on to retrieve your results.

Here is the initial results page for a search of '*Cambridge Companion to Newton*':

- Click on a record to view the detailed results information:

- The '**Get it**' section shows the location(s) where this book is held. Click on the location you want.
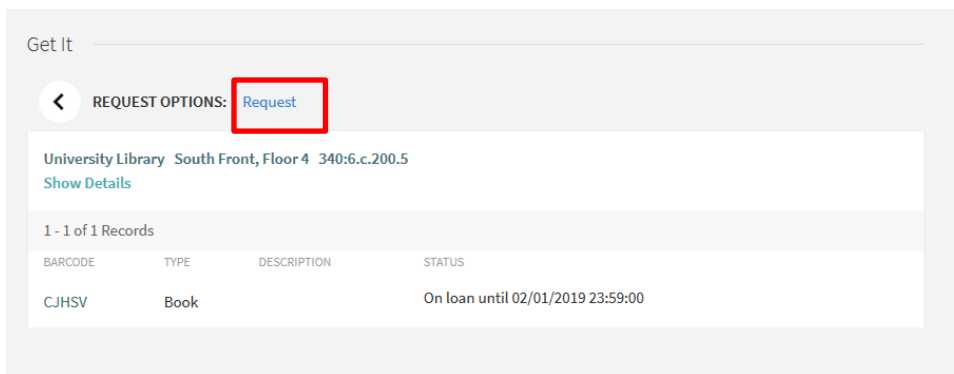

'[x] copy/ies': the *number of copies held at the library. In this example = 1.*

'[x] available': the *number of copies available. In this example = 0 (a possible indication that it may already be on loan)*

'[x] requests': *the number of requests currently placed on this item. In this example = 0*
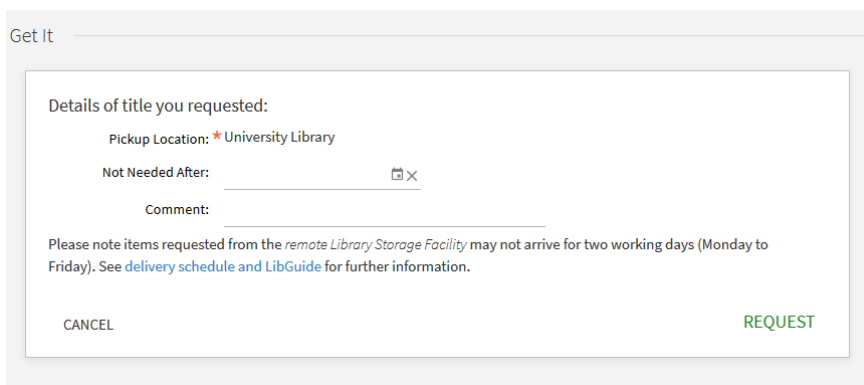
- Details of the individual library location appear and there is a **'Request'** link:
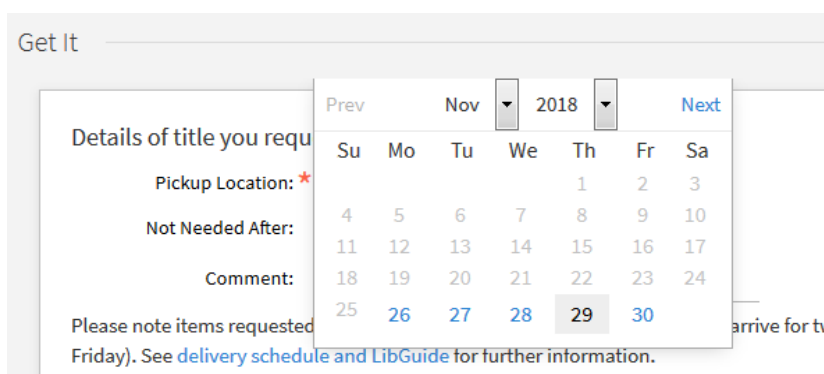

- Click on the **'Request'** link.

  Note: Requesting options are linked to your library account.

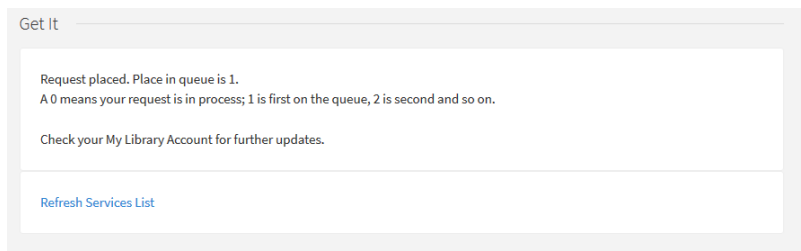 If you are already logged in, you will be taken to the request options screen:

  If you are not already logged in, the log in screen will appear.

- Enter any details associated with your request - e.g. comments, date parameters (see image below).
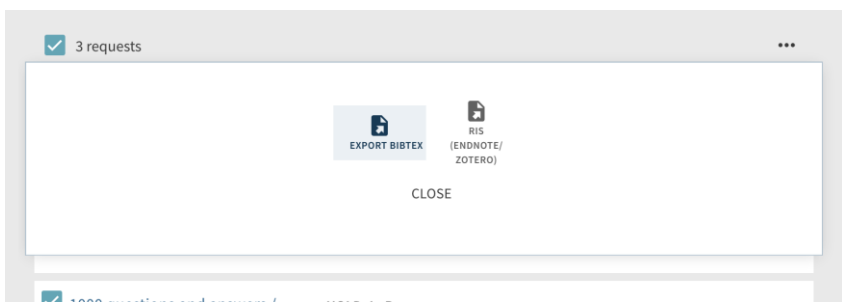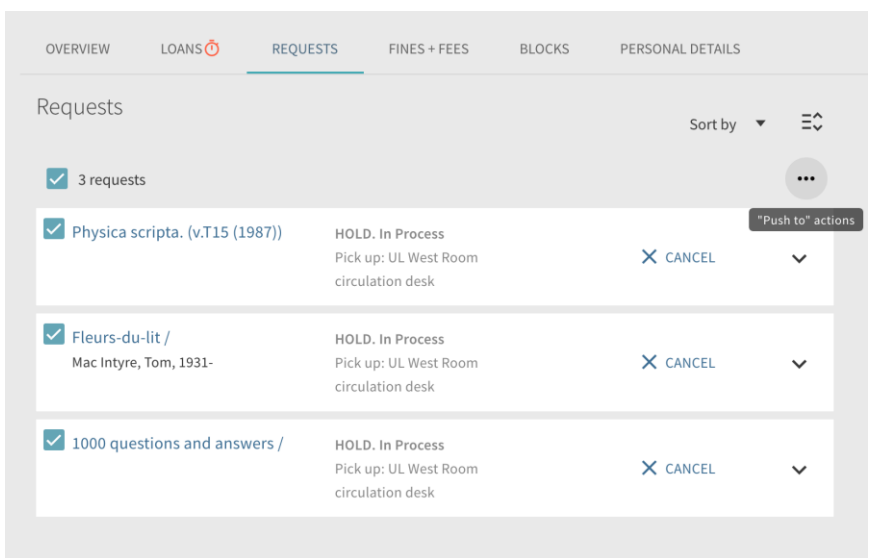
- Then click on '**REQUEST**'

- A message will appear to confirm that your request has been made.

Get It

Request placed. Place in queue is 1.
A 0 means your request is in process; 1 is first on the queue, 2 is second and so on.

Check your My Library Account for further updates.

Refresh Services List

Tip: Apply actions to multiple Requests and Loans in *My Library Account*

You can select one or more items on the 'Loans' and 'Requests' tabs in *My Library Account* and perform the following export to citation actions: Export BibTex and RIS (Endnote/Zotero).

| OVERVIEW | LOANS ⏱ | REQUESTS | FINES + FEES | BLOCKS | PERSONAL DETAILS |

Requests

Sort by ▼

✓ 3 requests ···

"Push to" actions

✓ Physica scripta. (v.T15 (1987))   HOLD. In Process
Pick up: UL West Room
circulation desk   ✕ CANCEL   ⌄

✓ Fleurs-du-lit /
Mac Intyre, Tom, 1931-   HOLD. In Process
Pick up: UL West Room
circulation desk   ✕ CANCEL   ⌄

✓ 1000 questions and answers /   HOLD. In Process
Pick up: UL West Room
circulation desk   ✕ CANCEL   ⌄

✓ 3 requests ···
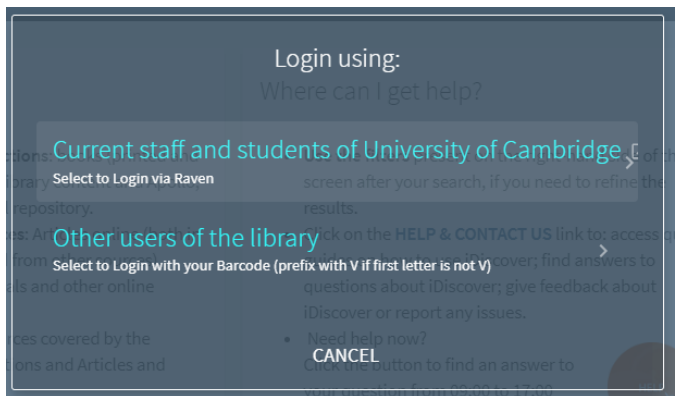
EXPORT BIBTEX   RIS (ENDNOTE/ZOTERO)

CLOSE

3. Reviewing or cancelling your requests

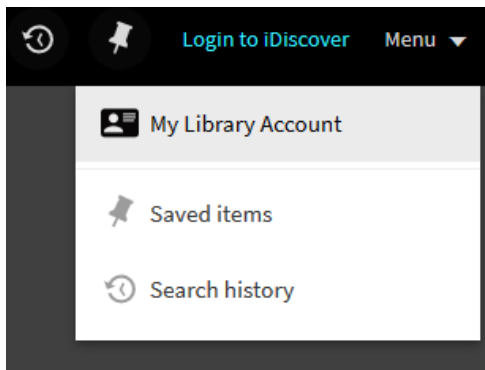It is possible to view all your requests in your 'My Library Account' area.

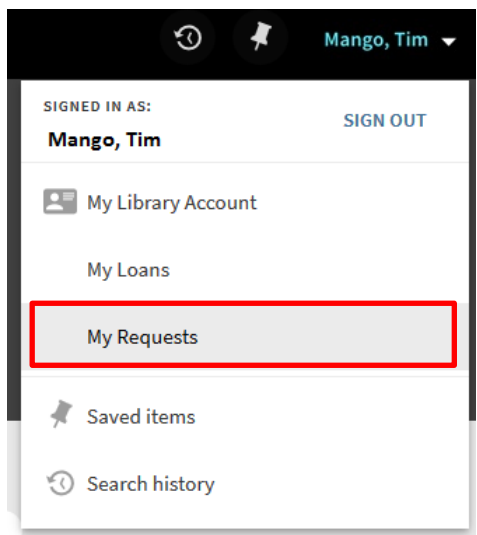- Click on the 'Menu' in the top navigation bar:
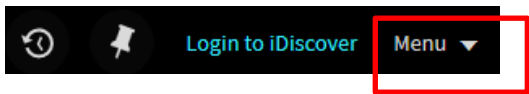
- A login screen will appear if you are not logged in (<u>see</u>: section '1. Logging in to iDiscover…')
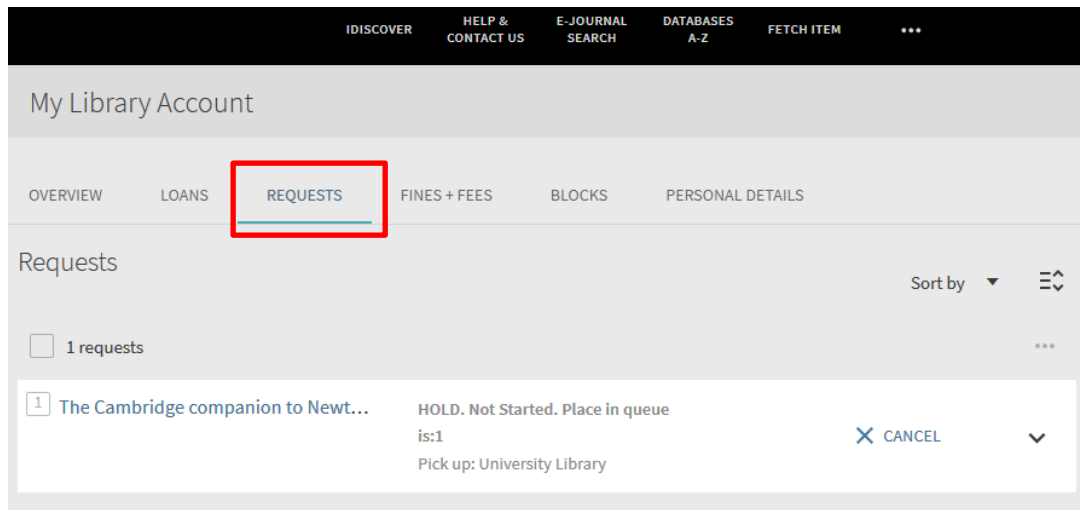

- After logging in, click 'Menu' to view your *My Library Account* area:
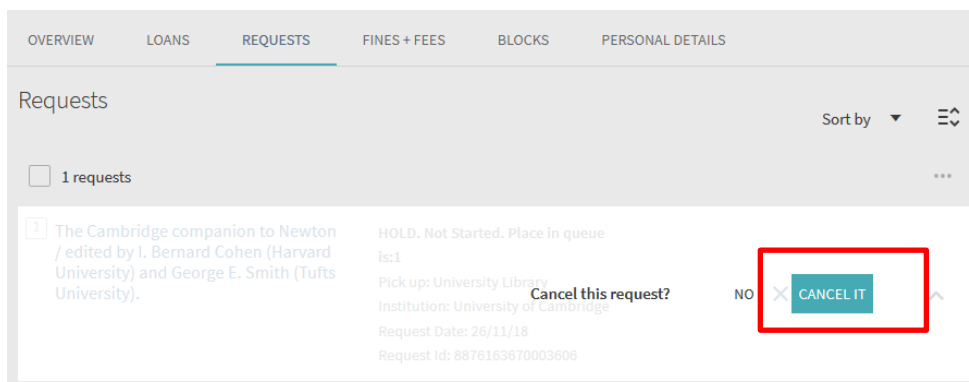

- Click on the 'My Requests'

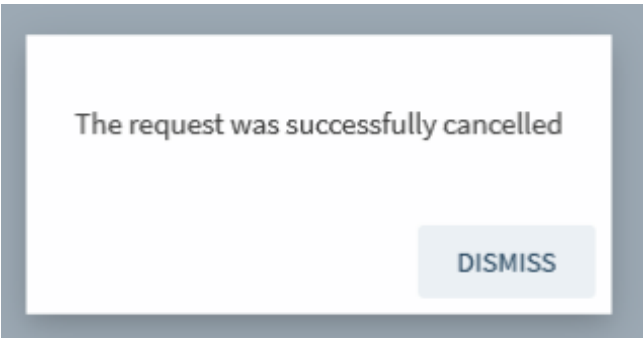- In the window that opens you can view all your current requests.

<u>**Tip**</u>: **click on the down arrow (˅) to reveal the full details of the requested item.**

- To **cancel** the request, click on the ✕ CANCEL button next to the individual request. You will be prompted to confirm your cancellation by clicking on the ✕ CANCEL IT button:

- A message box will confirm the cancellation.

- The item will no longer appear in the 'Requests' section of your *My Library Account*.
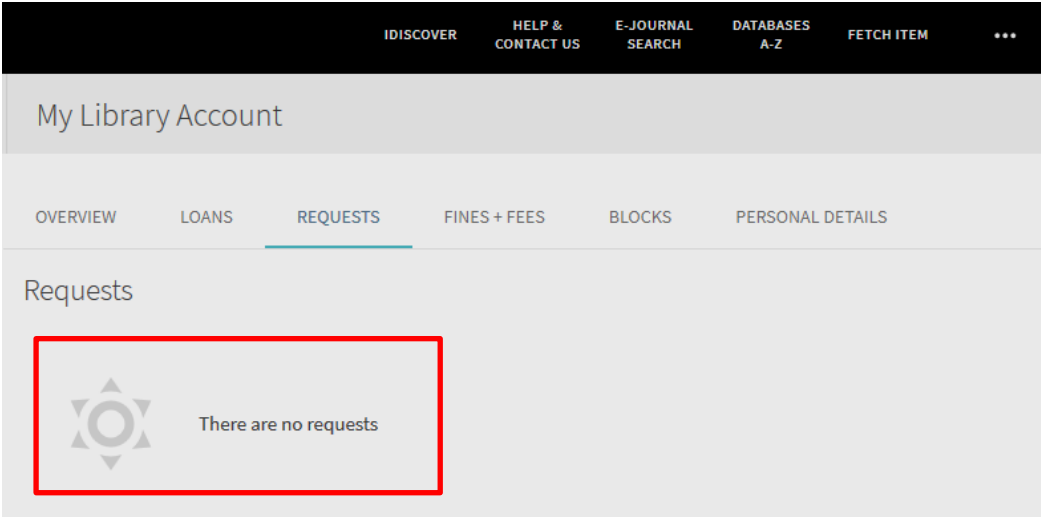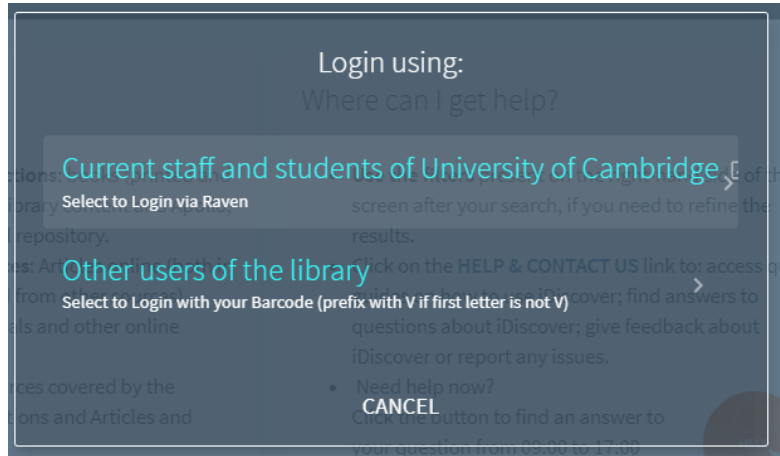

4. Renewing an item

Renewing an item(s) is done in your *My Library Account* area:
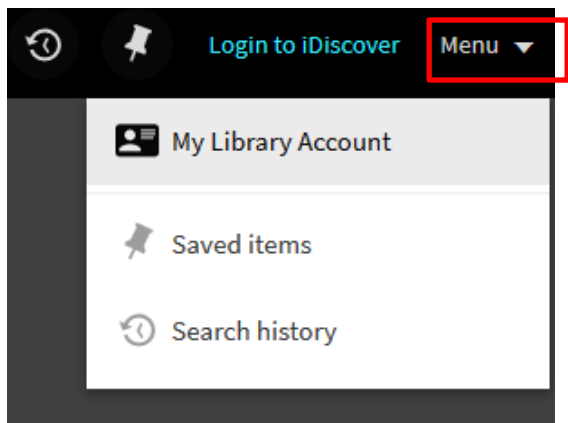
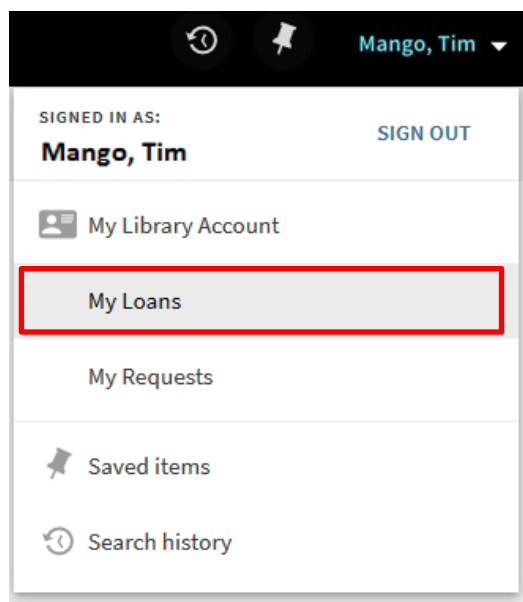- Click on the 'Menu' in the top navigation bar:

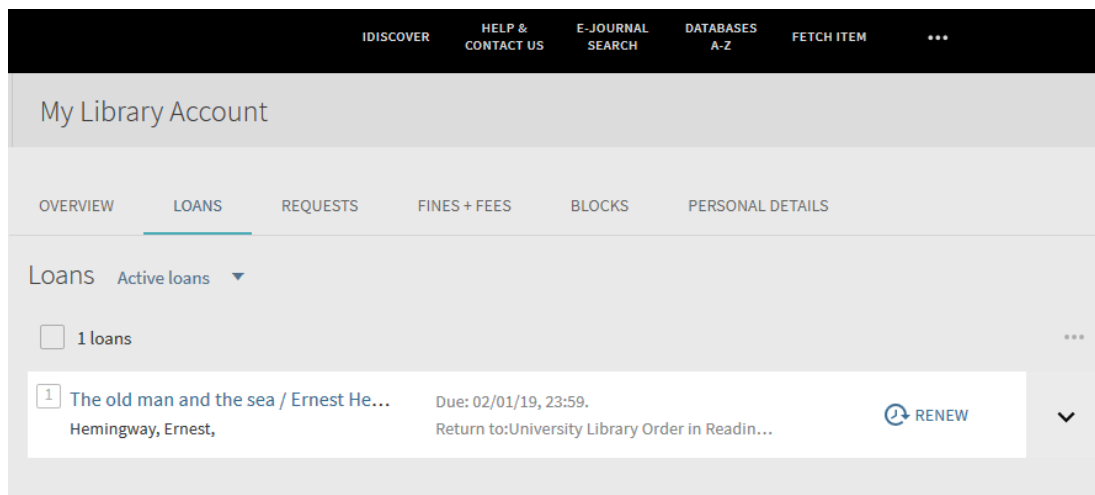- A login screen will appear if you are not logged in:

- Click to view your *My Library Account* area:

- Click on the 'My Loans'.

- Your 'My Library Account' will open on the 'Loans' tab, which displays all items that you currently have on loan.

- Click on the ⟳ RENEW button, next to the item you wish to renew. The item will be automatically updated with new due date details.

> **Note: Please ensure that you log out of your account.**