QUICK GUIDE TO iDISCOVER: Requesting and renewing items

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](http://www.idiscover.cam.ac.uk)
   
   - Click on the ‘Login to iDiscover’ in the top right of the navigation bar:

   ![Login to iDiscover](image)

   - This will display the two **login** options. Select the option relevant to you.

   ![Login options](image)

   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’:
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- 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.

**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).
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:

  ![Menu Button](image)

- A login screen will appear if you are not logged in (see: section ‘1. Logging in to iDiscover…’)

  ![Login Screen](image)

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

  ![My Library Account](image)

- Click on the ‘My Requests’

  ![My Requests](image)
• In the window that opens you can view all your current requests.

Tip: 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.

![Message box confirming cancellation](image)

• The item will no longer appear in the ‘Requests’ section of your My Library Account.

![No requests in My Library Account](image)

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

![Image of My Library Account]

- Click on the 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.