## 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 into 'My library account'
- Click on 'MY LIBRARY ACCOUNT' in the top navigation bar:

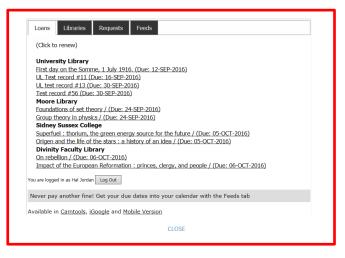
UNIVERSITY OF CAMBRIDGE	IDISCOVER MY LIBRARY ACCOUNT	HELP & EJOURNALS DATABASES LIBRARIES CONTACT US A-Z A-Z DIRECTORY	🕴 Login to iDiscover
<i>i</i> Disc <b>u</b>	ver		
Search our collection	ons	All Libraries/Collections 👻	Advanced search
What is iDiscove	Use iDiscover to search the University's libraries print and online collections using a single search. Find books, ebooks, videos, theses, open access content and	<ul> <li>Which login do I use?</li> <li>Log in to MY LIBRARY ACCOUNT to manage your loans, requests and renewals.</li> <li>Log in to iDiscover to save your pinned itter (favourites), and to view FULL search result (some databases only show results if you are logged in). Place the cursor on 'Login to iDiscover' and log on.</li> </ul>	ms Its
and saved search resul What am I searc You are searching the o the majority of the libr	hing? atalogues of physical items in	Where can I get help? Click on the HELP & CONTACT US button at the to of this screen to: • access quick guides on how to use iDiscover, find answers to questions about iDiscover, library resources and services	er

#### A login screen will appear:

My Libi	ary Acc	count			
Log in with R	aven (recom	mended for p	ersonal device	s)	
Log in					
		¢			
		arcode ; an I devices and	d Surname kiosk terminal	s)	
Barcode:					
Surname:					
Log in					
		CLOSE			

There are two separate logging in options:

- 1. **Current members of the University:** Select the 'log in with Raven' option. A Raven login screen will appear for you to enter your Raven details.
- Non-University members and alumni: Log in using your library card barcode and surname. Note: This will work for all library accounts recognised by the University of Cambridge. For information about accessing libraries within Cambridge, go to the libraries directory: <a href="http://www.lib.cam.ac.uk/libraries\_directory/libraries\_directory\_n.cgi">http://www.lib.cam.ac.uk/libraries\_directory/libraries\_directory\_n.cgi</a>
- Log in using one of the above methods. You will then see your library account details:



• Use the CLOSE button to go back to the search screen.

### 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 P to retrieve your results.

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

*i*Discover

QUICK GUIDE TO iDISCOVER: Requesting and renewing items

UNIVERSITY OF CAMBRIDGE	IDISCOVER	MY LIBRARY HELP & ACCOUNT CONTACT US	EJOURNALS DATABASES A-Z A-Z	LIBRARIES DIRECTORY	Login to iDiscover
iDi	scover				
cambrid	ge companion to newton		X / All Libraries,	/Collections 🔻 🔎	ADVANCED SEARCH
	Sign in	to get complete results 🗦	Login to iDiscover	DISMISS	
12,250 Resu	ilts				Refine my results
1	ARTICLE The state of the art on Newton: Re Cambridge companion to Newton Cambridge University Press, 2016 Ducheyne, Steffen Metascience, 11/21/2016[Peer Reviewed 𝒞 Full text available☑ >	n, Second edition. <mark>Cambr</mark> 5, 637 pp, £22.99 PB		99 🖂 🤾 …	Collections Sort by Relevance  Availability
2	BOOK The Cambridge Companion to Net Smith. Iliffe, Rob, editor.; Smith, George E., editor 2nd ed., Cambridge : Cambridge Universi III: Check holdings at Online Library (O Ø Online access [2] >	or. ity Press, 2016.	ie, George E.	99 🗹 🧍 …	Peer-reviewed Jour (9,673) Full Text Online (12,230) Available in the Library (22) Resource Type ^ Articles (8,669) Reviews (1,662)

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

	The Cambridge companion to Newton / edited by I. Bernard Cohen and Georg     E. Smith.     Cohen, I. Bernard, 1924; Smith, George E.     Gabet, I. Bernard, 1924; Smith, George E.     Gabetidge: Cambridge University Press, 2002.     at Available at New Half: Rosemary Murray Ubrary - Main Library (509.2 NEW/COH) and other	
	TOP SKNOTO Send to GETIT PERMILINA PERMILINA PERMIT DETAILS CITATION PERMILINA PERMIT LINKS MORE Get It	
×	Clare College: Forbes Mellon Library Available .; (504 KEV-C)	,
	King's College May be available , (AM 76 NEW Coh )	>
	New Hall: Rosemary Murray Library - Main Library Available ,:150e.2 NEWCOH )	>

The 'Get it' section shows the location(s) where this book is held.

• Click on the location you want.

Details of the individual library location appear and there is a 'Check request options' link:

	And the second s	noos The <u>Cambridge companion to Newton</u> / edited by I. Bernard Cohen and George E. Smith. Cohen, I. Berard, 1914; Smith, George E. <u>Cambridge : Cambridge University Perss</u> , 2020. <u>B</u> t Available at New Hall: Rosemary Murray Library - Main Library (509.2 NEW/COH ) and other locations	1
	TOP SEND TO GET IT DETAILS LINKS	Send to	
×	MORE	Get It LOCATIONS: Clare College: Forbes Mellon Library Available ; (SOP NEW-C)	>
		King's College May be available ; (AM 76 NEW Coh.) New Hall: Rosemany Murray Library - Main Library Available ; ; (504.2 NEW(COH.)	>

• Click on the 'Check request options' link.

Note: Requesting options are linked to your library account.

#### QUICK GUIDE TO iDISCOVER: Requesting and renewing items

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

Request Options
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No request option	s available
neans it can't be lold requests - th	his item has a status of Available which recalled at the moment is item has a status of Available which Ilace a hold request at the moment
	Faculty Library (Open-long - On Loan) DIV Circulation Desk ft)
Collection point:   Place a recall (5 le Place a hold	DIV Circulation Desk

If you are not already logged in, a log in screen appears:

.og in with Raven (r	ecommended for personal devices
Log in	
	card Barcode ; and Surname hared devices and kiosk terminals;
Barcode:	
Surname:	
Log in	

• Log in and the requesting options screen will then appear. Click on the 'Place a recall' or 'Place a hold' links to make your requests:

Copy at Divinity Faculty Library (Open-long - Available) Collection point: DIV Circulation Desk
No request options available
Recall requests - this item has a status of Available which means it can't be recalled at the moment Hold requests - this item has a status of Available which means you can't place a hold request at the moment
Copy at Divinity Faculty Library (Open-long - On Loan) Collection point: DIV Circulation Desk
<u>Place a recall (5 left)</u> <u>Place a hold</u>

CLOSE

• Enter any details associated with your request (e.g. comments, date parameters) and click on 'Place request':

Place a recall (5 left) 1. Comment (optiona	al):
2. Not needed after: 3. <u>Place Request</u> <u>Place a hold</u>	12-10-2016

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

#### 3. Reviewing or cancelling your requests

It is possible to view all your requests in your 'MY LIBRARY ACCOUNT' area.

• Click on the 'MY LIBRARY ACCOUNT' in the top navigation bar:

UNIVERSITY OF CAMBRIDGE	IDISCOVER	MY LIBRARY ACCOUNT	HELP & CONTACT US	EJOURNALS A-Z			*	Login to iDiscover
<i>i</i> Disc <b>o</b> v	er							
Search our collections			/	All Libraries/Colle	ections 🔻	م	ADVANCED SEARCH	

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

My Library Account
Log in with Raven (recommended for personal devices)
Log in
φ.
Log in with Library Card Barcode ; and Surname (recommended for shared devices and kiosk terminals)
Barcode:
Surname:
Log in
CLOSE

• Click to view your 'MY LIBRARY ACCOUNT' area:

## My Library Account

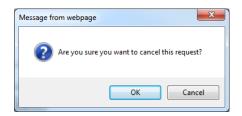
Loans	Libraries	Requests	Feeds	
(Click to	o renew)			
Univer	sity Library			
First da	y on the Somm	ne, 1 July 1910	5. (Due: 12-SEP-2016)	
UL Test	record #11 (D	ue: 16-SEP-2	016)	
UL test record #13 (Due: 30-SEP-2016)				
Test red	ord #56 (Due:	30-SEP-2016		
Moore	Library			
Founda	tions of set the	ory / (Due: 24	4-SEP-2016)	
Group t	heory in physic	s / (Due: 24-	SEP-2016)	
Sidney	Sussex Colle	ge		
Superfu	el : thorium, th	ne green energ	gy source for the future / (Due: 05-OCT-2016)	
Origen	and the life of t	the stars : a h	istory of an idea / (Due: 05-OCT-2016)	
Divinit	y Faculty Lib	rary		
On rebellion / (Due: 06-OCT-2016)				
Impact	of the Europea	n Reformation	n : princes, clergy, and people / (Due: 06-OCT-2016)	

• Click on the 'Requests' tab to view any requests you have made:

# My Library Account

Loans	Libraries	Requests	Feeds		
(Click to cancel)					
Test rec	sity Library ord 55 (Recall) sity Library	<u>) - Active</u>			
Univers	ord 55 (Recall) sity Library ord 55 (Recall)				

• To cancel, click on an individual request. You will be prompted to confirm your cancellation:



#### 4. Renewing an item

Renewing an item(s) is done in your 'MY LIBRARY ACCOUNT' area:

• Click on the 'MY LIBRARY ACCOUNT' in the top navigation bar:



Login to iDiscov

Q

All Libraries/Collections 👻

ADVANCED SEARCH

QUICK GUIDE TO iDISCOVER: Requesting and renewing items						
<b>UNIVERSITY OF</b> CAMBRIDGE	IDISCOVER	MY LIBRARY ACCOUNT	HELP & CONTACT US	EJOURNALS A-Z		*
<i>i</i> Disc <b>o</b>	ver					

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

Search our collections

My Library Acc	count
Log in with Raven (recom	nmended for personal devices)
Log in	
Log in with Library Card E (recommended for shared	and Surname d devices and kiosk terminals)
Barcode:	
Surname:	
Log in	
	CLOSE

• Click on 'MY LIBRARY ACCOUNT' and your account page will open:

My Library Account
Loans Libraries Requests Feeds
(Click to renew)
University Library
First day on the Somme, 1 July 1916. (Due: 12-SEP-2016)
UL Test record #11 (Due: 16-SEP-2016)
UL test record #13 (Due: 30-SEP-2016)
Test record #56 (Due: 30-SEP-2016)
Moore Library
Foundations of set theory / (Due: 24-SEP-2016)
Group theory in physics / (Due: 24-SEP-2016)
Sidney Sussex College
Superfuel : thorium, the green energy source for the future / (Due: 05-OCT-2016)
Origen and the life of the stars : a history of an idea / (Due: 05-OCT-2016)
Divinity Faculty Library
On rebellion / (Due: 06-OCT-2016)
Impact of the European Reformation : princes, clergy, and people / (Due: 06-OCT-2016)
You are logged in as Hal Jordan Log Out

Loans are displayed on the first tab.

• Click on any item to renew it. The item will be automatically updated with new due date details.

Note: Please ensure you log out of your account.