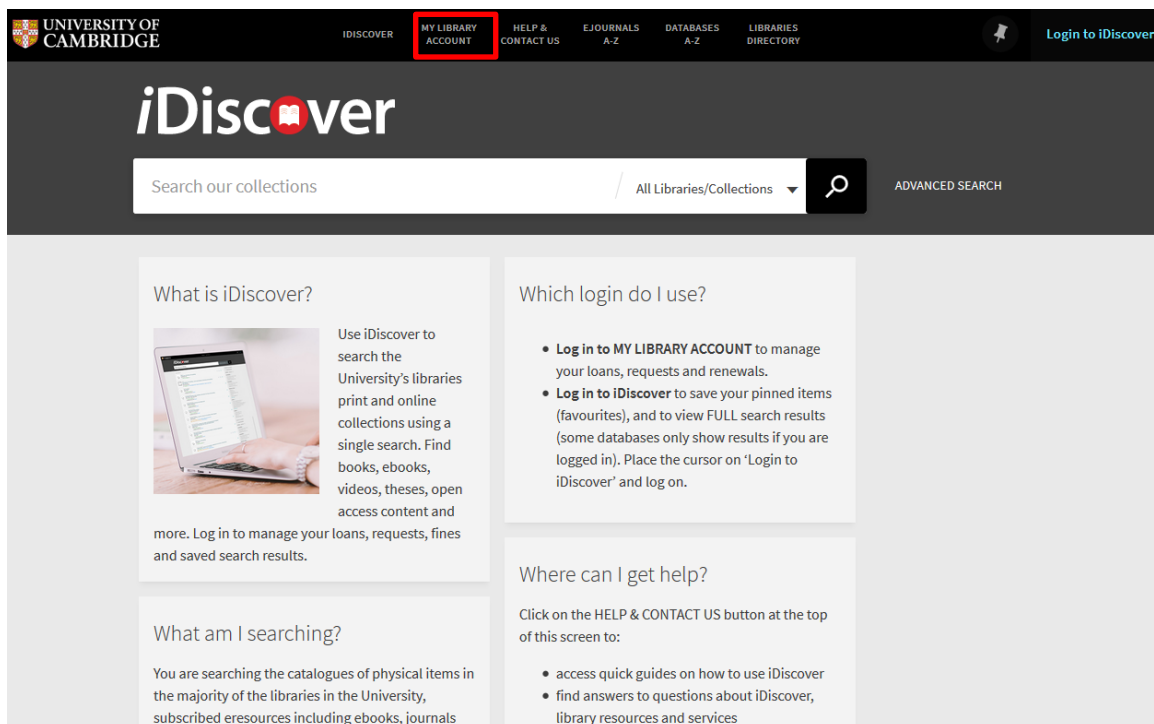*iDiscover*

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.**
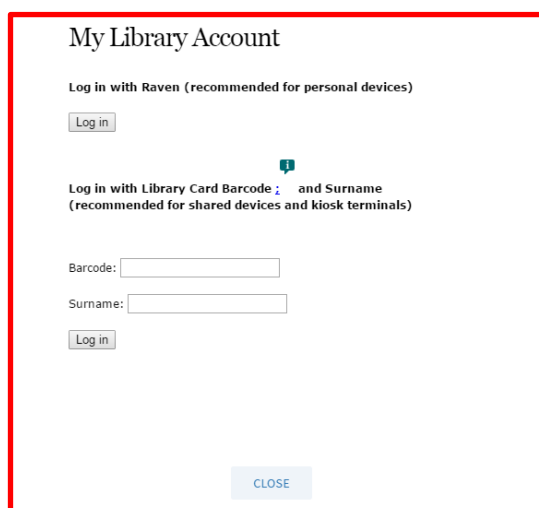
1. Logging into 'My library account'

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

A login screen will appear:

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.

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

- Log in using one of the above methods. You will then see your library account details:
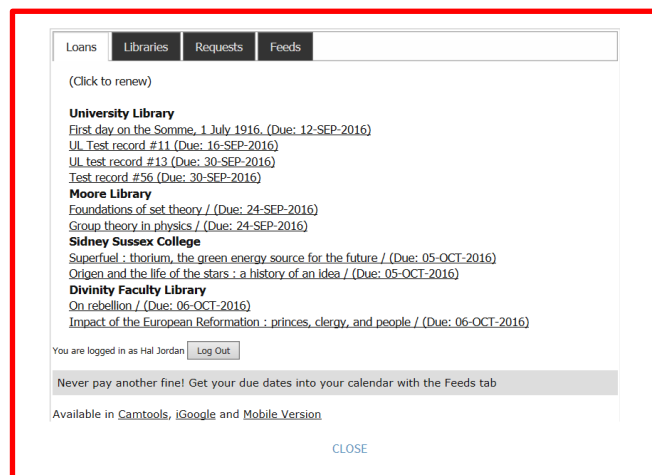
- Use the CLOSE button to go back to the search screen.

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 ![search] 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.

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

- Click on the '**Check request options**' 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:

Request Options

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

Place a recall (5 left)
Place a hold

You are logged in as Peter Girling [Log Out]

CLOSE

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

My Library Account

Log in with Raven (recommended for personal devices)
[Log in]

Log in with Library Card Barcode ;   and Surname
(recommended for shared devices and kiosk terminals)

Barcode: [   ]

Surname: [   ]

[Log in]

CLOSE

- 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:

Request Options

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

Place a recall (5 left)
Place a hold

You are logged in as Peter Girling [Log Out]

CLOSE

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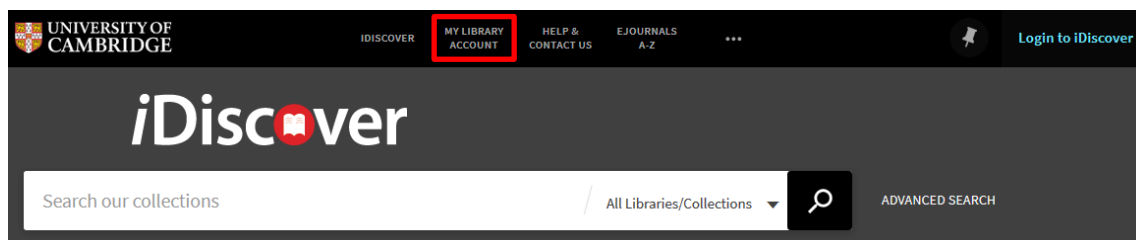

- A message will appear to confirm that your request has been made.

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:

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

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

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)

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

My Library Account

Loans	Libraries	Requests	Feeds

(Click to cancel)

University Library
Test record 55 (Recall) - Active
University Library
Test record 55 (Recall) - Active
University Library
Test record 55 (Recall) - Active
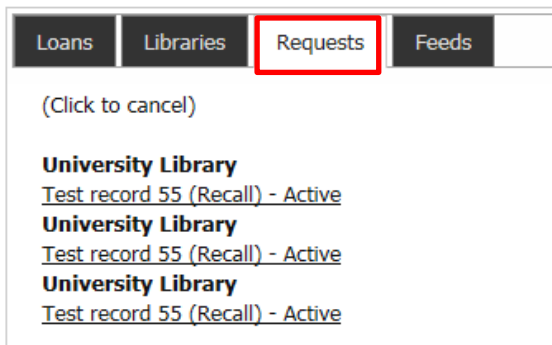
- To cancel, click on an individual request. You will be prompted to confirm your cancellation:

Message from webpage

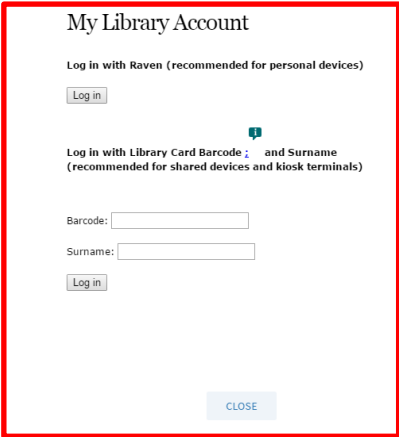? Are you sure you want to cancel this request?

OK   Cancel
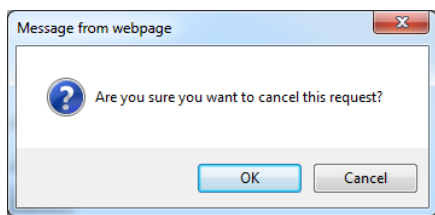
4. Renewing an item

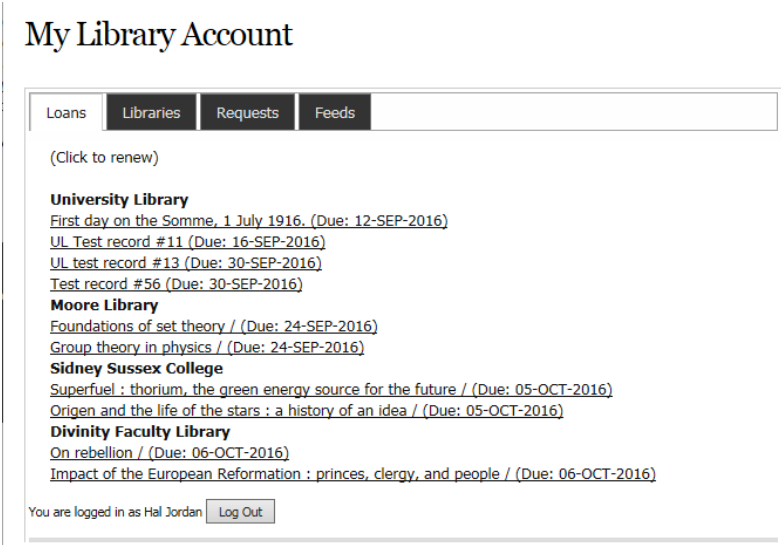Renewing an item(s) is done in your 'MY LIBRARY ACCOUNT' area:

- Click on the 'MY LIBRARY ACCOUNT' in the top navigation bar:
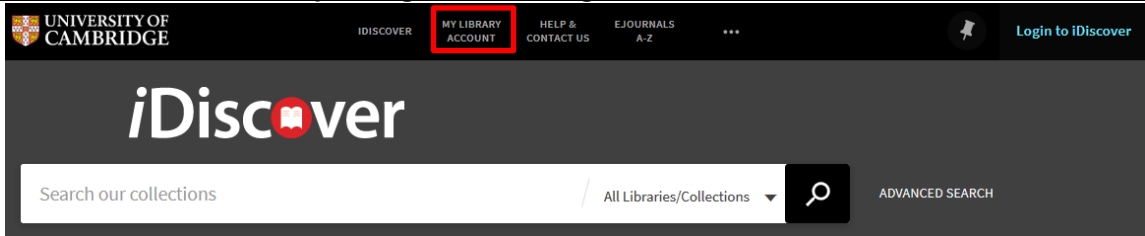
- A login screen will appear if you are not logged in:

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

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.