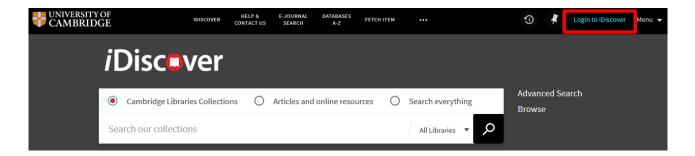
# Requesting and renewing items in iDiscover

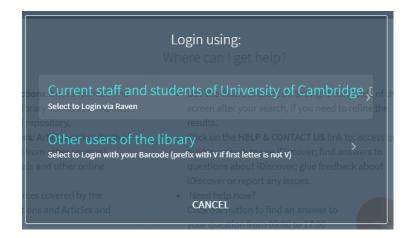
Tip: To request or renew items you will need to be logged into your library account. Please remember to log out of your account/iDiscover when you have completed your session.

## 1. Logging in to iDiscover and login options

- Go to the discover home page: <u>www.idiscover.cam.ac.uk</u>
- 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.
- 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: <u>http://www.lib.cam.ac.uk/libraries\_directory/libraries\_directory\_n.cgi</u>

• 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.



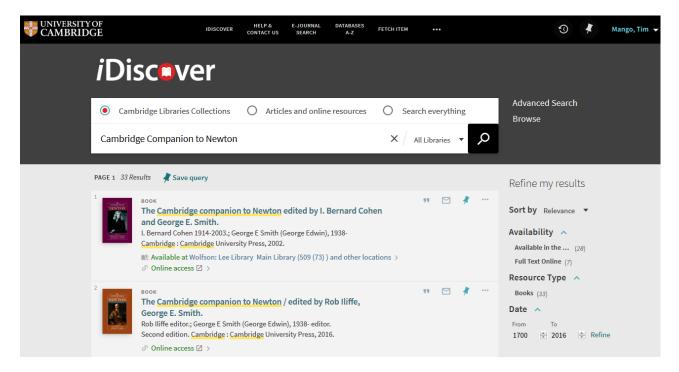
### 2. Requesting an item

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:

	entre	ECCE The Cambridge companion to Newton / edited by I. Bernard Cohen and George E. Smith. Cohen, I. Bernard, 1914; Smith, George E. Cambridge: Cohendage University Freez, 2002. ag: Available at New Hall: Rosemary Murray Library - Main Library (599.2 NEW/COH ) and other locations	
	TOP SEND TO GET IT DETAILS LINKS MORE	Send to	
		LOCATIONS:	
$\times$		Clare College: Forbes Mellon Library Available , : (509 NEW-C.)	>
		King's College May be available ; (AM 7G NEW Coh.)	>
		New Hall: Rosemary Murray Library - Main Library Available , ; (508.2 NEWCOH)	>

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

Clare College (Forbes (1 copy, 1 available, 0	Mellon Library ) 〉 Main Library ) 509 NEW-C equests)	
Divinity Faculty Libra (1 copy, 1 available, 0	y > Main Library > 10 COH iquests)	
Institute of Astronom (1 copy, 1 available, 0	Library > Main Library > 3/NEW/C equests)	
Moore Library > N (1 copy, 1 available, 0	in Library > QC16.N7.C363 2002 equests)	
Murray Edwards Colle (1 copy, 1 available, 0	ge (Rosemary Murray Library) > Main Library > 509.2 NEW/COH equests)	
St Catharine's Colleg (1 copy, 1 available, 0	> Shakeshaft Library > 530.9.NEW equests)	
Whipple Library > (1 copy, 1 available, 0)	Main Library > L5.NEW.COH 4 equests)	
Wolfson: Lee Library (1 copy, 1 available, 0	Main Library > 509 (73) equests)	
(1 copy, 1 available, 0 Wolfson: Lee Library	Aguests)	

'[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:

Get It				
< REQU	JEST OPTIONS:	Request		
University Li Show Details	-	ront, Floor 4 340:6.c.2	200.5	
1 - 1 of 1 Reco	ords			
BARCODE	TYPE	DESCRIPTION	STATUS	
CJHSV	Book		On loan until 02/01/2019 23:59:00	

• 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:

Details of title you reques	ited:	
Pickup Location: * Ur	niversity Library	
Not Needed After:	Ĩ×	
Comment:		
Please note items requested fr	om the remote Library Storage Facility may not arrive for t	wo working days (Monday to
	and LibGuide for further information.	

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).

		Prev		Nov	- 20			Next	-
Details of title y	ou requ	Su	Мо	Tu	We	Th	Fr	Sa	
Pickup Lo	cation: *					1	2	3	
Not Neede	d After:	4	5	6	7	8	9	10	
NOLINEEGE	u Aiter.	11	12	13	14	15	16	17	
Cor	nment:	18	19	20	21	22	23	24	
Please note items r	equested	25	26	27	28	29	30		arrive for t

- 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	

ndnote/Zotero).	Ŭ Î		s: Export BibTex and R
OVERVIEW LOANS O REQU	ESTS FINES + FEES BLOCK	S PERSONAL DETAILS	
Requests		Sort by	<b>-</b> ≡≎
✓ 3 requests			
Physica scripta. (v.T15 (1987))	HOLD. In Process Pick up: UL West Room circulation desk	× CANCEL	"Push to" actions
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		
	CLOSE		

#### 3. Reviewing or cancelling your requests

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

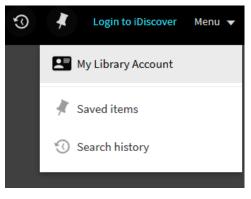
• Click on the 'Menu' in the top navigation bar:



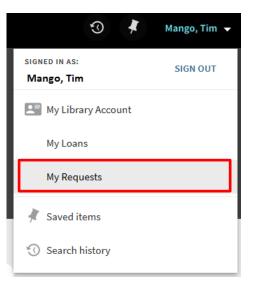
• A login screen will appear if you are not logged in (see: section '1. Logging in to iDiscover...')



• 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.

	IDISCOVER	HELP & CONTACT US	E-JOURNAL SEARCH	DATABASES A-Z	FETCH ITEM	••••		
My Library Account								
OVERVIEW LOANS REQUEST	S FINE	S + FEES	BLOCKS	PERSONAL [	DETAILS			
Requests						Sort by	•	Ξ≎
1 requests								•••
1 The Cambridge companion to New	is		ed. Place in que ty Library	ue		X CANCEL		~

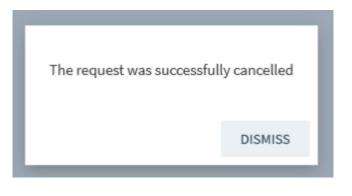
Requests		Sort by 🔻	≡≎
1 requests			
<sup>1</sup> The Cambridge companion to Newton / edited by I. Bernard Cohen (Harvard University) and George E. Smith (Tufts University).	HOLD. Not Started. Place in queue is:1 Pick up: University Library Institution: University of Cambridge Request Date: 26/11/18 Request Id: 8876163670003606	× CANCEL	^

• To cancel the request, click on the  $\times$  cancel button next to the individual request. You will be

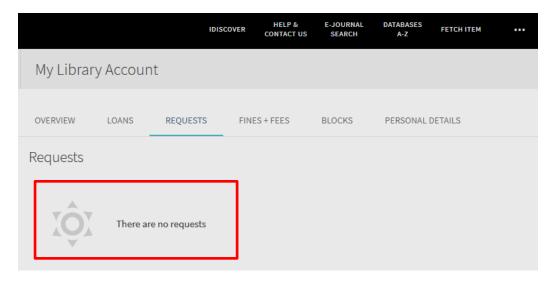
prompted to confirm your cancellation by clicking on the  $\times$  cancel IT button:

OVERVIEW	LOANS	REQUESTS	FINES + FEES	BLOCKS	PERSONAL DETAILS			
Requests						Sort by	•	≡≎
1 requests	;							
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• 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

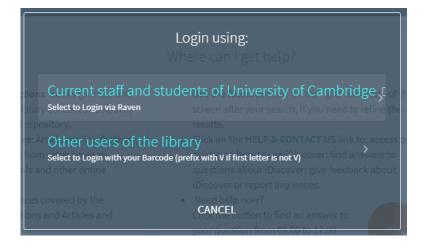
Renewing an item(s) is done in your *My Library Account* area:

• Click on the 'Menu' in the top navigation bar:

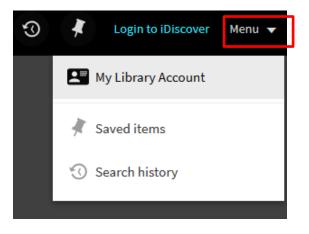


#### QUICK GUIDE TO iDISCOVER: Requesting and renewing items

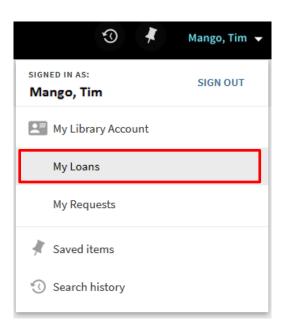
• A login screen will appear if you are not logged in:



• 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.

		IDISC	OVER HELF			FETCH ITEM		
My Librai	y Accoun	t						
OVERVIEW	LOANS	REQUESTS	FINES + FEES	BLOCKS	PERSONAL	DETAILS		
Loans Active loans 🔻								
1 loans								•••
1 The old n Hemingwa		ea / Ernest He	-	L/19, 23:59. University Library	Order in Readin			~

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

<u>Note</u>: Please ensure that you log out of your account.