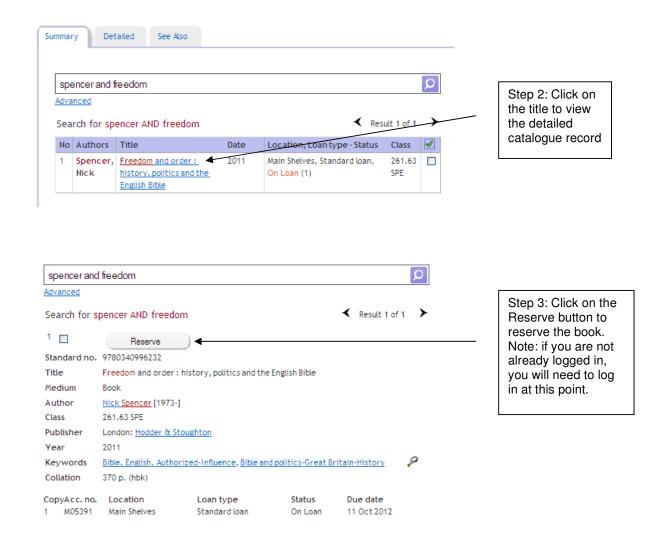# How to reserve a book

Step 1: Find the book on the catalogue which you want to reserve.

Note: You need to log in to place a reservation (using your Reader Code and 4-digit PIN). You may do this either before finding the book on the catalogue or at the point of placing the reservation.

Students using the postal service may reserve copies which are "available" (i.e. not on loan), but external borrowers and students who are regularly on site should only use the reservation system if at least one copy is on loan. Students using the postal service should also email the librarian with confirmation of their postal address.

Step 2: Click on the title to view the detailed catalogue record

Step 3: Click on the Reserve button to reserve the book. Note: if you are not already logged in, you will need to log in at this point.

If you are using a public pc, please remember to log out when you have finished.