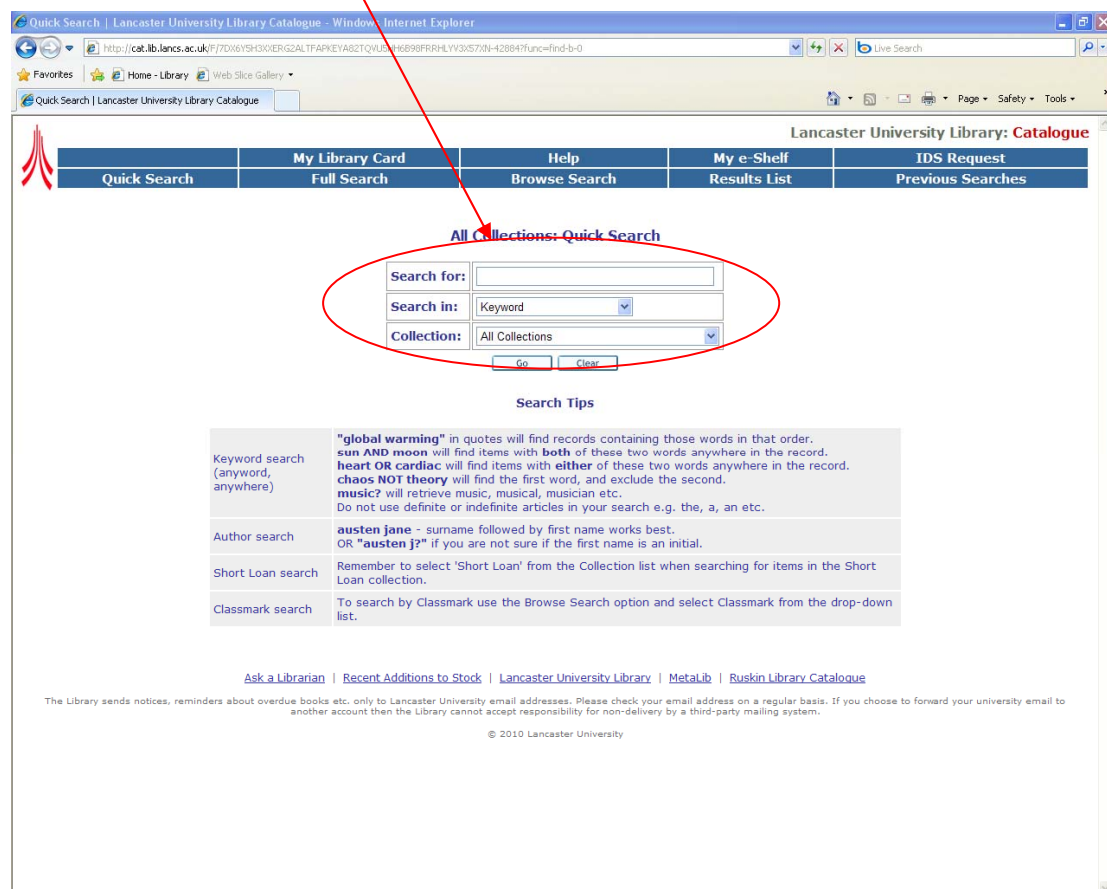


Requesting items for Short Loan – a step by step guide for staff

1. Log on to the Library catalogue
2. Select the “All Collections” option and run a search for a title you wish to add to the Short Loan Collection.

Please **do not limit your search to “Short Loan”** as these records will not load to the server later in the process.



The screenshot shows the Lancaster University Library Catalogue search page. The search form is titled "All Collections: Quick Search" and contains the following fields:

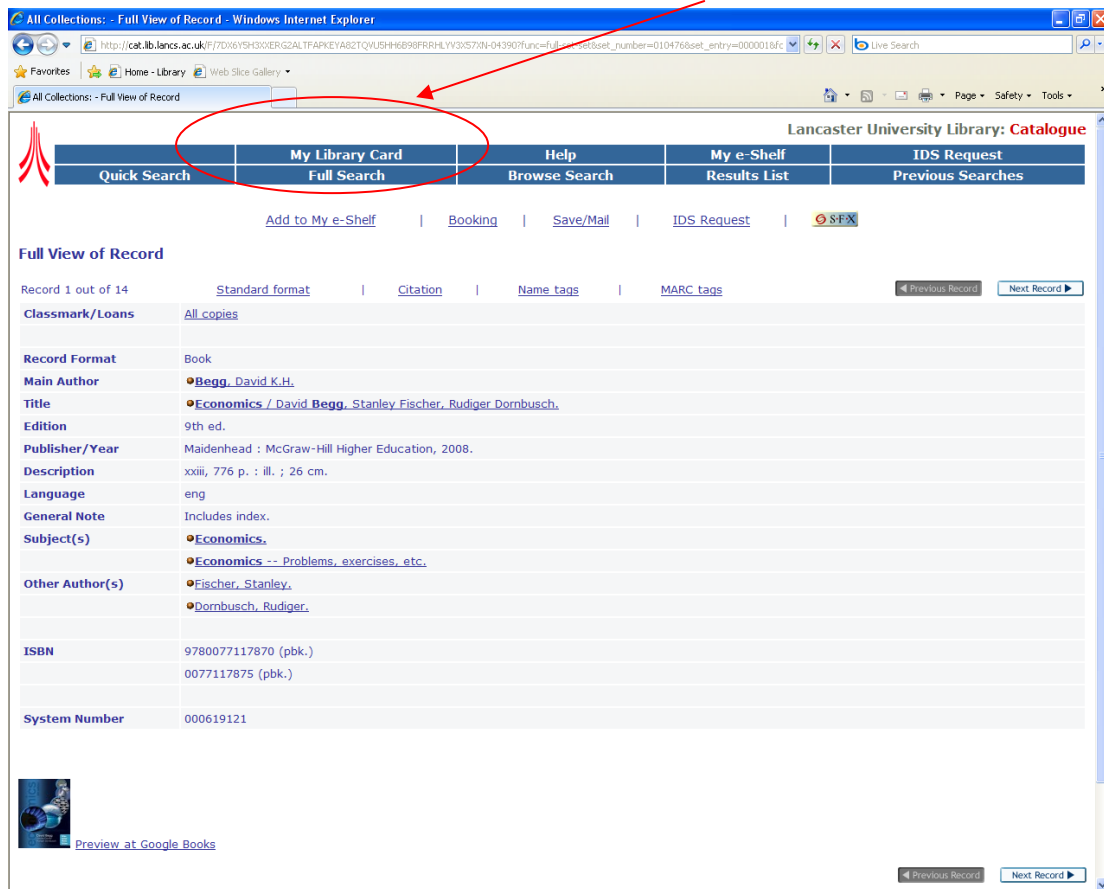
- Search for:
- Search in: Keyword (dropdown menu)
- Collection: All Collections (dropdown menu)

Buttons for "Go" and "Clear" are located below the form. Below the search form is a "Search Tips" section with the following content:

Keyword search (anywhere, anywhere)	"global warming" in quotes will find records containing those words in that order. sun AND moon will find items with both of these two words anywhere in the record. heart OR cardiac will find items with either of these two words anywhere in the record. chaos NOT theory will find the first word, and exclude the second. music? will retrieve music, musical, musician etc. Do not use definite or indefinite articles in your search e.g. the, a, an etc.
Author search	austen jane - surname followed by first name works best. OR " austen j ?" if you are not sure if the first name is an initial.
Short Loan search	Remember to select 'Short Loan' from the Collection list when searching for items in the Short Loan collection.
Classmark search	To search by Classmark use the Browse Search option and select Classmark from the drop-down list.

At the bottom of the page, there are links for "Ask a Librarian", "Recent Additions to Stock", "Lancaster University Library", "MetaLib", and "Ruskin Library Catalogue". A copyright notice for 2010 Lancaster University is also present.

3. When you have found the title you want click on "Add to My e-Shelf".



The screenshot shows the Lancaster University Library Catalogue interface. The top navigation bar includes links for Quick Search, My Library Card, Help, My e-Shelf, and IDS Request. Below this, a secondary navigation bar contains links for Full Search, Browse Search, Results List, and Previous Searches. A red circle highlights the 'My Library Card' menu item, and a red arrow points to the 'Add to My e-Shelf' link located below the navigation bar. The main content area displays the 'Full View of Record' for a book, including fields for Classmark/Loans, Record Format, Main Author, Title, Edition, Publisher/Year, Description, Language, General Note, Subject(s), Other Author(s), ISBN, and System Number. A small image of the book cover is visible at the bottom left, with a link to 'Preview at Google Books'.

Lancaster University Library: Catalogue

Quick Search | **My Library Card** | Help | My e-Shelf | IDS Request

Full Search | Browse Search | Results List | Previous Searches

[Add to My e-Shelf](#) | [Booking](#) | [Save/Mail](#) | [IDS Request](#) | [SFX](#)

Full View of Record

Record 1 out of 14 | [Standard format](#) | [Citation](#) | [Name tags](#) | [MARC tags](#) | [Previous Record](#) | [Next Record](#)

Classmark/Loans | [All copies](#)

Record Format | Book

Main Author | [Begg, David K.H.](#)

Title | [Economics / David Begg, Stanley Fischer, Rudiger Dornbusch.](#)

Edition | 9th ed.

Publisher/Year | Maidenhead : McGraw-Hill Higher Education, 2008.

Description | xxiii, 776 p. : ill. ; 26 cm.

Language | eng

General Note | Includes index.

Subject(s) | [Economics.](#)

| [Economics -- Problems, exercises, etc.](#)


Other Author(s) | [Fischer, Stanley.](#)

| [Dornbusch, Rudiger.](#)

ISBN | 9780077117870 (pbk.)

| 0077117875 (pbk.)

System Number | 000619121

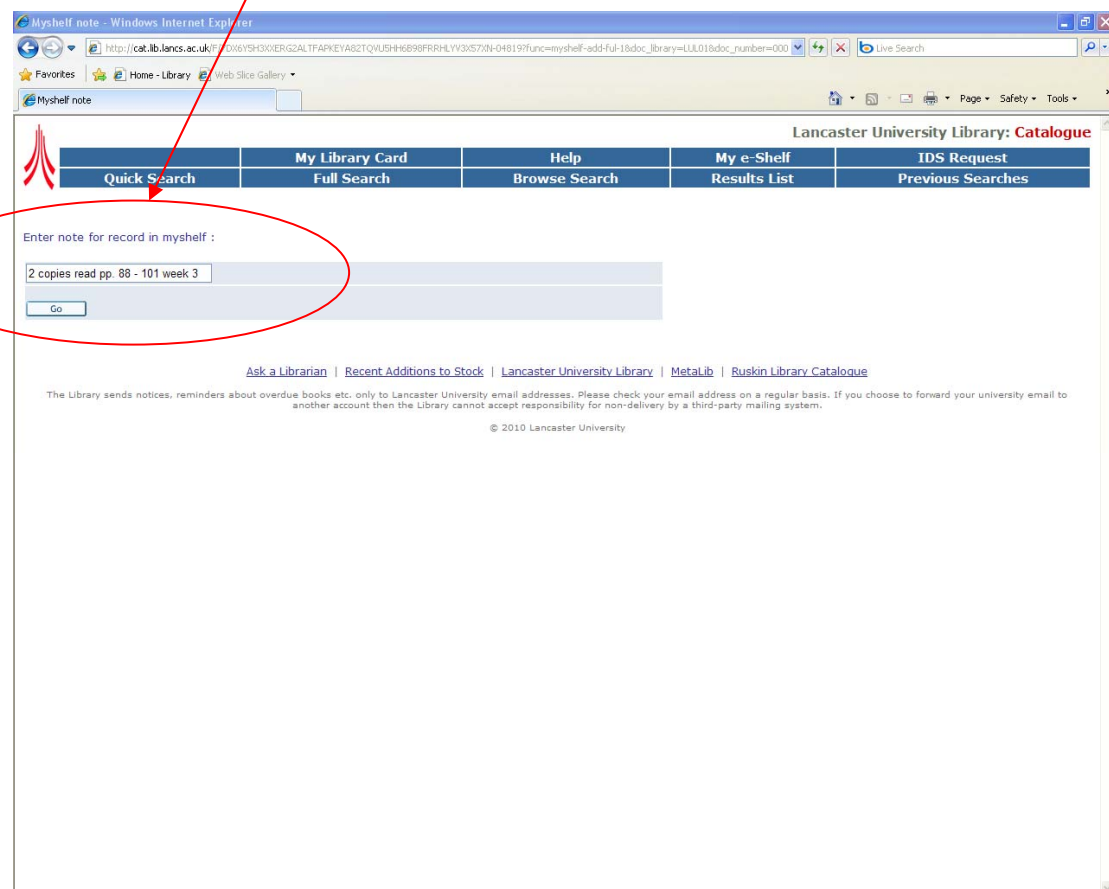
 [Preview at Google Books](#)

[Previous Record](#) | [Next Record](#)

4. A notes field will be displayed. Enter the number of copies you need transferred to the Short Loan collection. (If this field is left blank 1 copy only will be transferred).

You can also use this field to add information for your students, e.g. “read pp. 80-101 in week 3”. All details entered in this field will be displayed on the catalogue.

Click “Go”.



The screenshot shows a web browser window titled "Myself note - Windows Internet Explorer". The address bar shows the URL: http://cat.lib.lancs.ac.uk/F030615H3X/ER/G2ALTFAFKEYA82TQVUSHH6B98FRRLHY3X570W-04819?func=myself-add3-Ful-1&doc_library=LLU01&doc_number=000. The page header includes the Lancaster University Library logo and the text "Lancaster University Library: Catalogue". Below the header is a navigation menu with the following items: Quick Search, My Library Card, Help, My e-Shelf, and IDS Request. Underneath these are sub-items: Full Search, Browse Search, Results List, and Previous Searches. The main content area is titled "Enter note for record in myself :". It contains a text input field with the text "2 copies read pp. 88 - 101 week 3" and a "Go" button. A red oval highlights this section, and a red arrow points from the text above to the "Go" button. At the bottom of the page, there are links for "Ask a Librarian", "Recent Additions to Stock", "Lancaster University Library", "Metalib", and "Ruskin Library Catalogue". A footer note states: "The Library sends notices, reminders about overdue books etc. only to Lancaster University email addresses. Please check your email address on a regular basis. If you choose to forward your university email to another account then the Library cannot accept responsibility for non-delivery by a third-party mailing system." The copyright notice is "© 2010 Lancaster University".

5. Continue adding titles in this way. When you have finished click on “My e-Shelf” where a ‘basket’ of the titles you have chosen will be displayed.

My e-Shelf - Short List | Lancaster University Library Catalogue - Windows Internet Explorer

http://cat.lib.lancs.ac.uk/77Dx619rGxLERac...FEACVYA82TQVUGHh6B98FRRLV3xS7Wl-11775?func=myshelf-short

My e-Shelf - Short List | Lancaster University Library ...

Lancaster University Library: **Catalogue**

Quick Search	My Library Card Full Search	Help Browse Search	My e-Shelf Results List	IDS Request Previous Searches	History
--------------	--------------------------------	-----------------------	-----------------------------------	----------------------------------	---------

Folder: Save/Mail | Delete | Folder Management | Select All | Deselect All

Documents in My e-Shelf

#	Author	Title	Publisher	Year	Collection	Classmark	Note
<input checked="" type="checkbox"/> 1	Begg, David K.H.	Economics /	Maidenhead : McGraw-Hill Higher Education, 2008.	2008	All Collections:	T	2 copies read pp. 88 - 101 week 3
<input checked="" type="checkbox"/> 2	Cairncross, Alec, 1911-	Economics and economic policy /	Oxford, UK ; New York, NY, USA : B. Blackwell, 1987.	1987	All Collections:	TBB	

[Ask a Librarian](#) | [Recent Additions to Stock](#) | [Lancaster University Library](#) | [Metalib](#) | [Ruskin Library Catalogue](#)

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6. Select the items in your basket by checking the box to the left of each individual item or by clicking on “Select All.”

My e-Shelf - Short List | Lancaster University Library Catalogue - Windows Internet Explorer

http://cat.lib.lancs.ac.uk/F?7D06YSH3X0IERG2ALTFAPKEYA82TQVUSHH6B98FRRLHYV30C016-11775?func=myshef-short

My e-Shelf - Short List | Lancaster University Library ...

Lancaster University Library: Catalogue

Quick Search	My Library Card	Help	My e-Shelf	IDS Request	History
Full Search	Browse Search	Results List	Previous Searches		

Folder: BASKET (2) Save/Mail | Delete | Folder Management | **Select All** | Deselect All

Documents in My e-Shelf

#	Author	Title	Publisher	Year	Collection	Classmark	Note
1	Begg, David K.H.	Economics /	Maidenhead : McGraw-Hill Higher Education, 2008.	2008	All Collections:	T	2 copies read pp. 88 - 101 week 3
2	Caincross, Alec, 1911-	Economics and economic policy /	Oxford, UK ; New York, NY, USA : B. Blackwell, 1987.	1987	All Collections:	TBB	

[Ask a Librarian](#) | [Recent Additions to Stock](#) | [Lancaster University Library](#) | [Metalib](#) | [Ruskin Library Catalogue](#)

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7. Click on "Save/Mail."

My e-Shelf - Short List | Lancaster University Library Catalogue - Windows Internet Explorer

http://cat.lib.lancs.ac.uk/7D...SH3X/ERG2ALTFAFKEYAR2TQVUSHH6B98FRHLYV3X57W-41775?func=myshelf-short

My e-Shelf - Short List | Lancaster University Library ...

Lancaster University Library: Catalogue

Quick Search	My Library Card	Help	My e-Shelf	IDS Request	History
Full Search	Browse Search	Results List	Previous Searches		

Folder: BASKET (2) **Save/Mail** Delete | Folder Management | Select All | Deselect All

Documents in My e-Shelf

#	Author	Title	Publisher	Year	Collection	Classmark	Note
1	Begg, David K.H.	Economics /	Maidenhead : McGraw-Hill Higher Education, 2008.	2008	All Collections:	T	2 copies read pp. 88 - 101 week 3
2	Cairncross, Alec, 1911-	Economics and economic policy /	Oxford, UK ; New York, NY, USA : B. Blackwell, 1987.	1987	All Collections:	TBB	

[Ask a Librarian](#) | [Recent Additions to Stock](#) | [Lancaster University Library](#) | [MetaLib](#) | [Ruskin Library Catalogue](#)

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8. A. Check the box to inform the Short Loan librarian you want these records added.

B. Enter a file name

C. Complete the text box at the foot of the page with the requested information (Course code, Course title, Department, period you wish the items to be in Short Loan, and number of students)

D. Click on "Go" when you have completed the form.

Lancaster University Library: Catalogue

Quick Search	My Library Card	Help	My e-Shelf	IDS Request	History
	Full Search	Browse Search	Results List	Previous Searches	

Mail / Save My e-Shelf

Items in My e-Shelf can be sent by mail to yourself, saved locally on your computer, or sent by Mail to the Short Loan Librarian.

Enter a file name for your e-Shelf records. Must be alphanumeric characters only, with no spaces e.g. smithj.

Select this option to inform the Short Loan Librarian that you want these records added.

File name:

Select this option to send My e-Shelf items by e-mail to yourself or to save My e-Shelf items on your PC.

Enter Email address for mail option only; leave blank for save option.

If sending details to the Short Loan Librarian please enter the following information in the text box below:

1. Course code e.g. MNGT212
2. Course title
3. Department
4. The terms/vacations that the books are required to be in Short Loan (or the start and end dates)
5. Number of students

Subject:

Name:

Email:

Text:

Records:
 All (BASKET)
 Selected

Select Predefined Format:

[Ask a Librarian](#) | [Recent Additions to Stock](#) | [Lancaster University Library](#) | [Metalib](#) | [Ruskin Library Catalogue](#)

The Short Loan Librarian will send confirmation by e mail once the basket has been received and processed.

If the same list is required for other courses please e mail the basket again with the relevant course information.

9. You now have the option to save your basket to another folder for future reference.

Please see the library guide “Using the Library Catalogue – No. 2 Advanced Features” <http://libweb.lancs.ac.uk/alephguide2.htm> for advice on how to organise *My e-Shelf*.

10. We recommend you delete the contents of your basket or move them to another folder at the end of each session so that *My e-Shelf* is clear for the next time you need to transfer items.