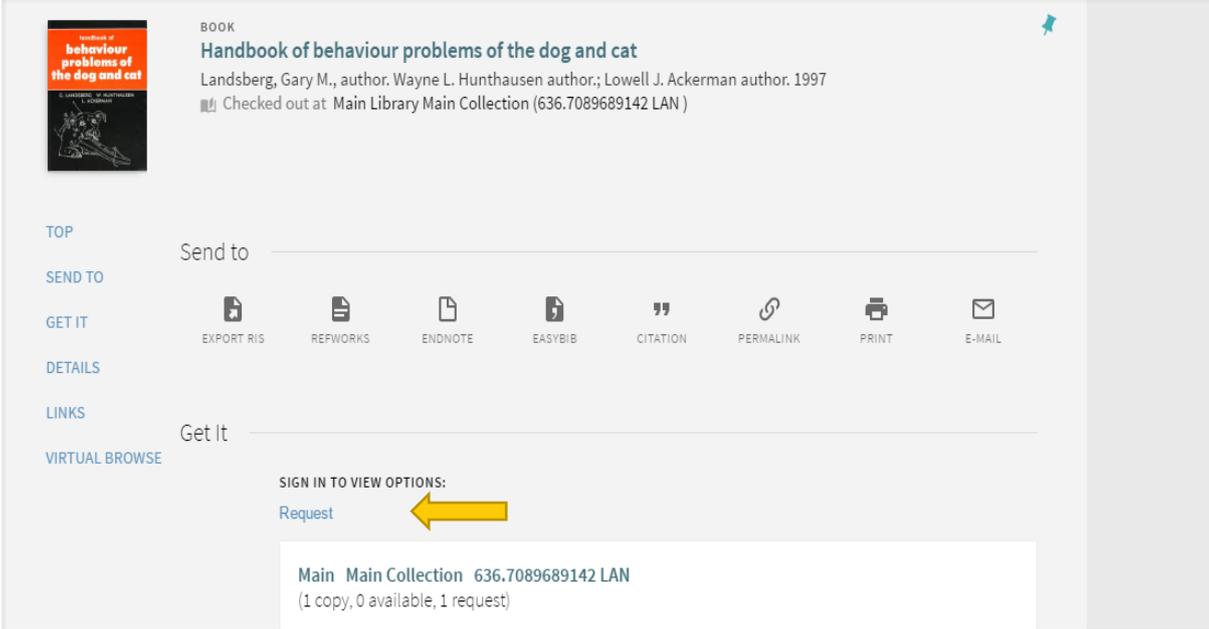


SurreySearch: requesting an item that is out on loan

1. Sign into SurreySearch using your University username and password (centre of screen)
2. Search for an item (see guide 'How to find a book')
3. You can only request an item if all copies are on loan. You can see if an item is out on loan in the brief record. It will say 'checked out from main library'
4. Click on the title of the book
5. On the next page, click on 'Request', then the 'Request' box.



The screenshot shows the book record for "Handbook of behaviour problems of the dog and cat" by Landsberg, Gary M., et al. The record indicates that the book is "Checked out at Main Library Main Collection (636.7089689142 LAN)". A yellow arrow points to the "Request" link under the "SIGN IN TO VIEW OPTIONS:" section. Below this, a box displays the collection information: "Main Main Collection 636.7089689142 LAN (1 copy, 0 available, 1 request)".

BOOK

Handbook of behaviour problems of the dog and cat

Landsberg, Gary M., author. Wayne L. Hunthausen author.; Lowell J. Ackerman author. 1997

Checked out at Main Library Main Collection (636.7089689142 LAN)

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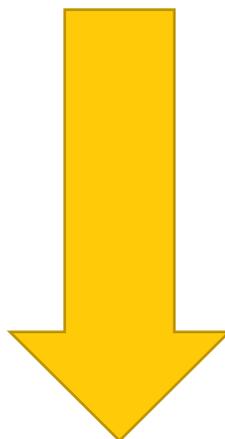
EXPORT RIS REFWORKS ENDNOTE EASYBIB CITATION PERMALINK PRINT E-MAIL

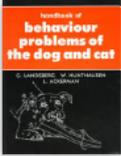
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 **BOOK**
Handbook of behaviour problems of the dog and cat
Landsberg, Gary M., author. Wayne L. Hunthausen author.; Lowell J. Ackerman author. 1997
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Material Type:

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Pickup Location: * Main

Not Needed After: X

Comment:

[CANCEL](#) [REQUEST](#)

6. Use 'my account' to cancel any requests you no longer need
7. Check your University email regularly, or check 'my account', to see when your requested item becomes available.
8. Collect your item from level 1 of the Library and Learning Centre and issue it to your account.