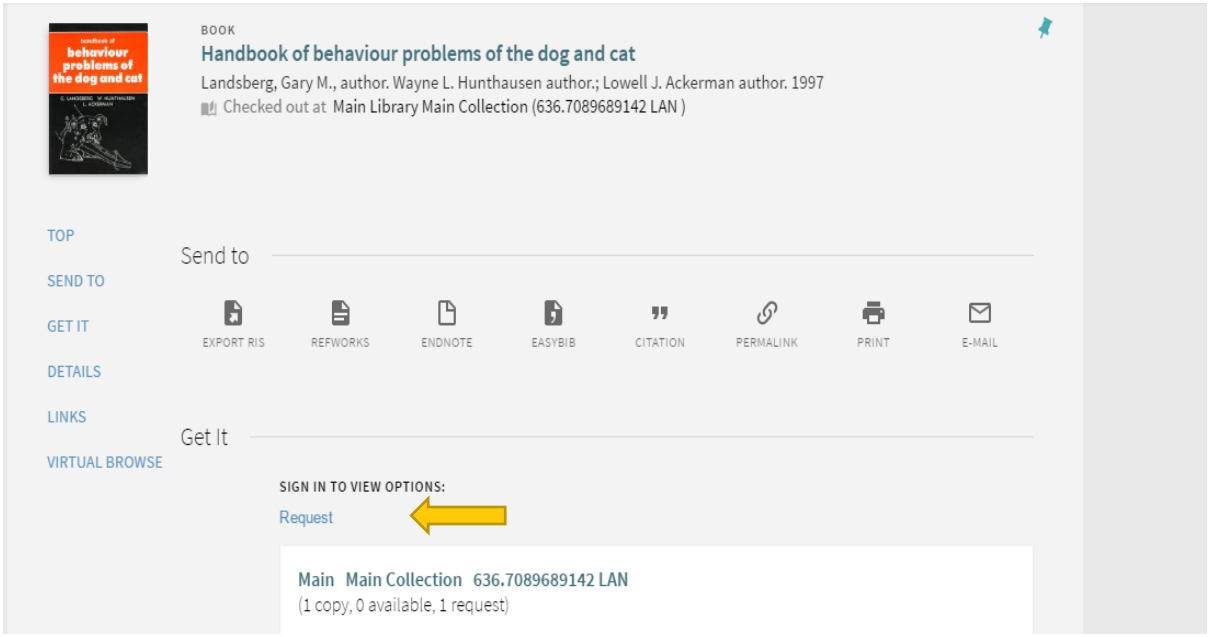
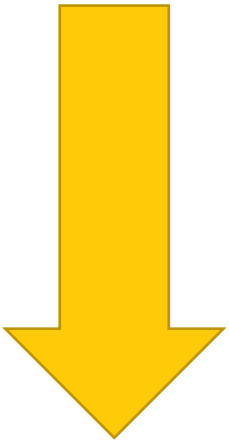
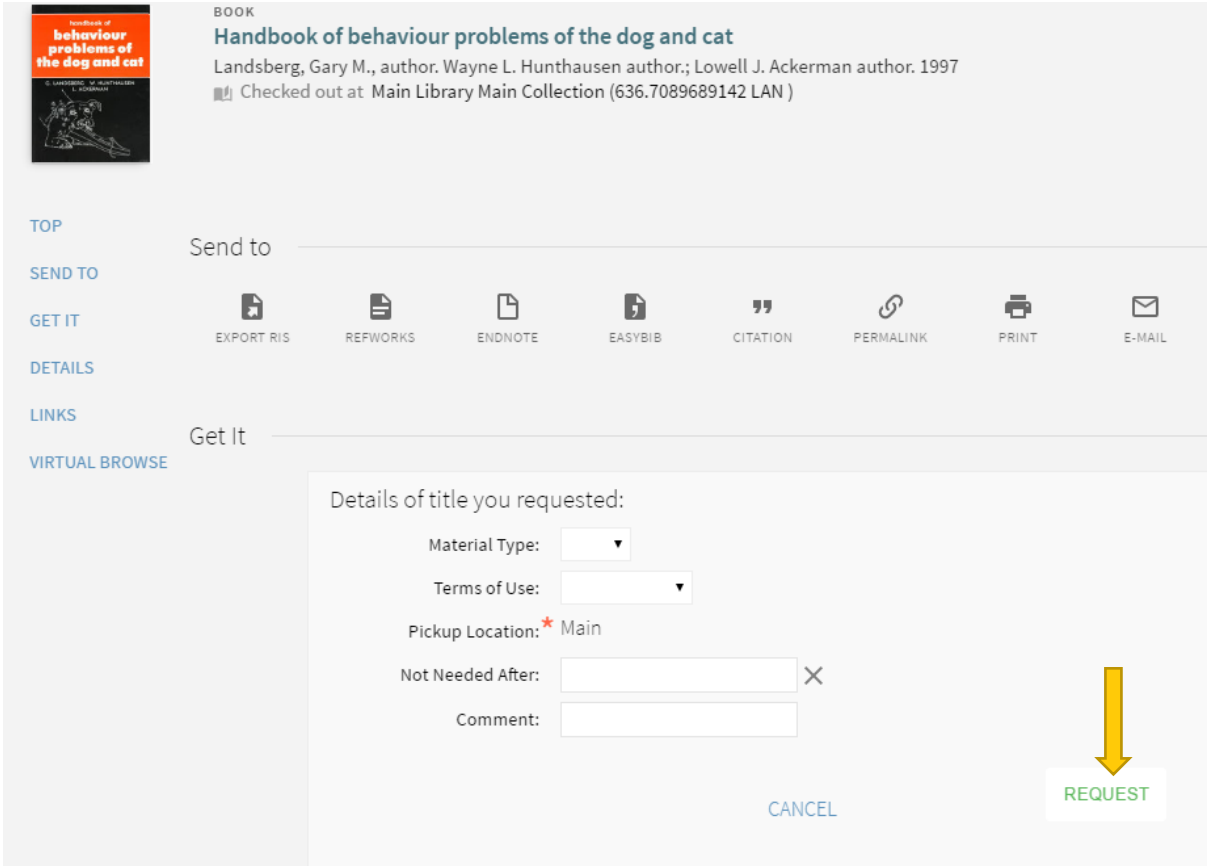
SurreySearch: requesting an item that is out on loan

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.







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.