

Items which are in high demand, this may be items on reading lists, are placed on **Short Loan** by lecturers. This is to enable access for as many students as possible.

When performing an iLink search, **Short Loan** items can be identified in the holdings information by material type – Short Loan Item.

To only search for items in the **Short Loan** collection you need to use the **Short Loan** option on the grey root bar. Here you can search for Short Loan items by instructor (lecturer name) or module name.

Short Loan items are kept in the Short Loan Room. It is a self-service collection which can be borrowed using the dedicated self service machine

- for 4 hours at a time during the day.
- If the item is not required by another reader it may be renewed for a further 4 hours at the service desk
- overnight (Mon – Fri) from 17:00 in the afternoon to 10.00 the following morning and at the weekend from 12:00 on Saturday and Sunday, until 10:00 the following day.

These items may be removed from the LRC for use at home or in other parts of the University

Short Loan items can be identified by a **yellow label on the spine**.

**Short Loan items should always be returned using the self service machines by the time specified.**



**Late returns will incur a heavy fine and may ultimately affect borrowing rights.**

## Finding an item on iLink

### By Instructor

To find Short Loan items by lecturer follow these instructions.

#### At the main search screen in iLink...

- Click on the **Short Loan** option on the  grey root bar at the top of the screen.
- Enter the **lecturer's last name** in the “**Search for**” textbox.
- Then click on the “**Lookup Items by Instructor**” button to perform the search. 
- A list of lecturers should then be displayed. Select the lecturer you want to look up from the list.
- A list of modules should now be displayed. Select the module from the list that you wish to look at.
- A list of books for the module should then be displayed. Use the **Details** button, at the left-hand side of the screen, to see any item in more detail.


To search again, click on **Short Loan** on the grey root bar at the top of the screen.

To search iLink, click on the **Search/Home** option on the grey root bar at the top of the screen.

### By Module:

To find Short Loan items by module, follow these instructions.

#### At the main search screen in iLink...

- Click on the **Short Loan** option on the  grey root bar at the top of the screen.
- Enter the start of the title for the module that you wish to find items on Short Loan for.
- Now click on the “**Lookup items by Module Name**” button.



A list of modules will be displayed, click on the module that you want to find items for.

A list of titles should now be displayed.

- Click on the **Details** button at the left-hand side of the screen to see item details.

To search again, click on the **Short Loan** option on the grey root bar at the top of the screen.

To search iLink, click on the **Search/Home** option on the grey root bar at the top of the screen.

September 2007

# Queen Margaret University LRC



## *Short Loan: Using Short Loan on iLink*

Web address:

<http://unicorn.qmuc.ac.uk/uhtbin/webcat>

<http://unicorn.qmuc.ac.uk>