


There are two different types of “Special Loan” periods for items in heavy demand. Academic staff can request books to be placed in any of these categories by using the appropriate form on iLink.

The two loan periods are:

- **Seven-Day** (Permanent): These are items that can be borrowed up to seven days at a time. These items can be renewed.
- **Short Loan** (Temporary): These are items in very high demand. They are held in the Short Loan Room and can be borrowed for four hours at a time during the day. After 5pm (Monday to Friday) they may be borrowed overnight - to be returned by 10am the following morning. At the weekend items can be borrowed overnight from 12 noon to be returned by 10am the following day.

Members of Staff should request items to be placed in these Special Loan categories via the iLink catalogue, by completing the appropriate form as follows:

- 1) Logon to iLink using your User ID (library card number).
- 2) Find the **full record** for the item in the catalogue
- 3) Click on the “**I need material**” option on the grey root bar.

- 4) Select the appropriate “**Place request for...**”
- 5) Complete the form. Note that the barcode and call number of the item you have located in the catalogue have been pulled in to the relevant field in this form. Your User ID should also have been filled in.

The other fields should be completed in the following manner:

Note: Use the tab key to move between fields

Instructor name: Enter your name, last name first followed by your first name.

Instructor name:	Smith, John
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Module Number. Enter the module number for the course - examples can be found on the reverse of this leaflet.

Module Number:	PM007
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Date required by (Short Loans only): Insert the date that these items will be required for Short Loan.

Note: Please give at least one week’s notice.

Date required by:	08/10/2007
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Date ends (Short Loans only): Enter the date when the item(s) can be returned to normal lending stock.

This does not apply to Seven-Day loans, as items placed in this categories are permanent.

Note: Please give a specific date.

Date ends:	31/01/2008
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Use the Note field to make any comments, e.g. to request the number of copies you require. If the LRC does not have required number of copies, orders must be placed for additional copies.

Note: 3 copies for Short Loan

6) When you have completed the form, click on the **Send** button.



On completion of the form you should receive screen confirmation that your request has been placed.

Examples of Module Numbers/Names

B3001	ATTRACTIONS MANAGEMENT
MM020	MANAGING PEOPLE
D4004	THERAPEUTIC PRACTICE

Please use the Module Number for which the book is being requested. Students will be able to search the catalogue for anything requested for that Module Number or by the name of the requesting lecturer.

Help

If you have any questions or would like an “on-the-spot” demonstration, please come and ask - we will be happy to help!

Telephone: 0131 474 0000

Email: Joanne Ross jross1@qmuc.ac.uk

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Queen Margaret University LRC



Information for STAFF: Requesting Special Loans via iLink

Web address:

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

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