



Online Book Request Service during Campus Closure

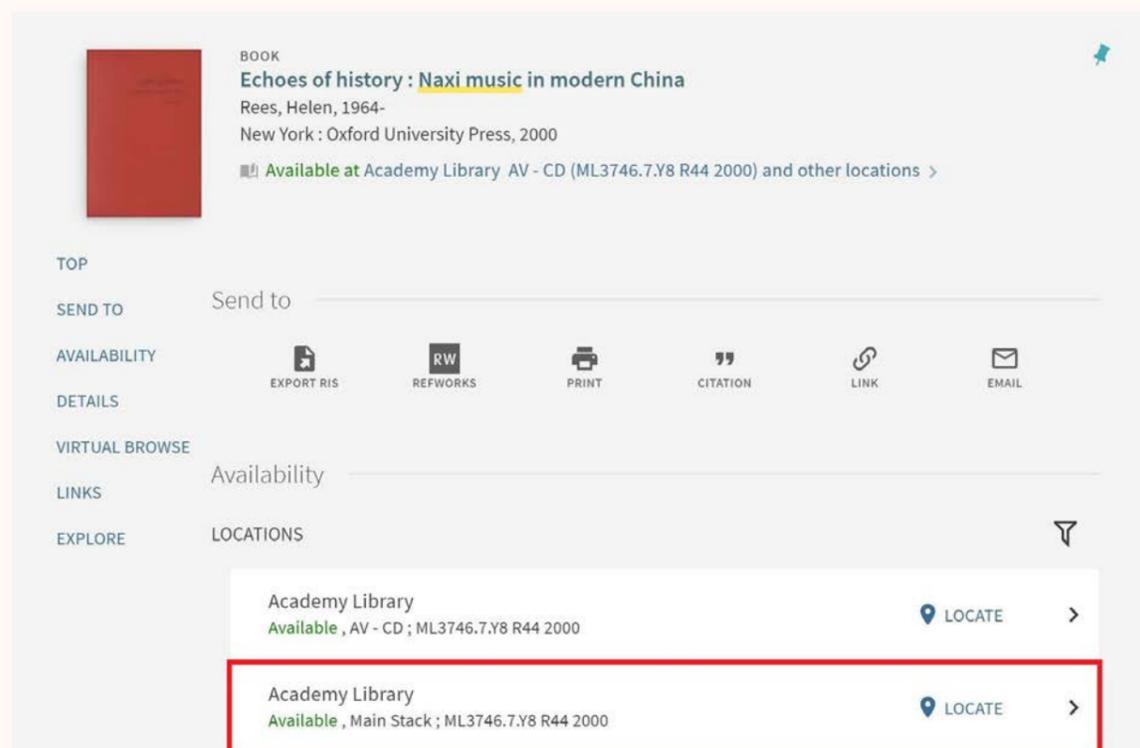
1. You will need to sign in Primo@Lib to make request. Enter Keyword in the search bar to start searching.



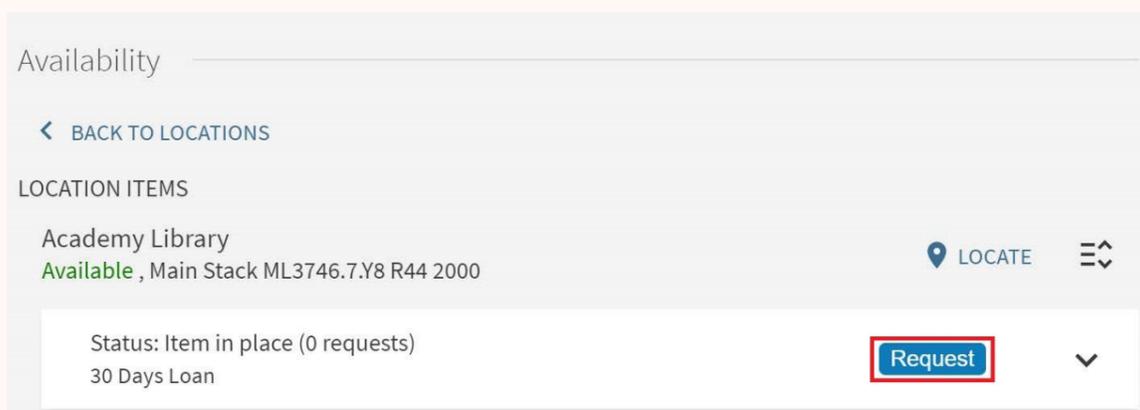
2. Click on the title to view the full record.



3. Click on the item that you would like to request.



4. Click "Request" button under Availability.





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- Pickup location will automatically be set to “Academy Library”. Click “SEND REQUEST”. It’s optional for you to select a date after which the requested item is no longer needed.

- The following message will be shown if the request is successful.



- You will receive an email notification when the requested item is ready for pickup. The latest status of the requested item can also be found in the “REQUESTS” tab of “My Library Record”.



The pickup service is available from 1:00 – 6:00 pm, ~~Monday—Friday~~ **Monday, Wednesday, Thursday**. Please call the Library at 2584-8510 upon arrival and a library staff will check out and deliver the requested item to you outside the Facilities Service Centre.

To return the loaned item, please drop it to the Book Return outside the Facilities Service Centre.