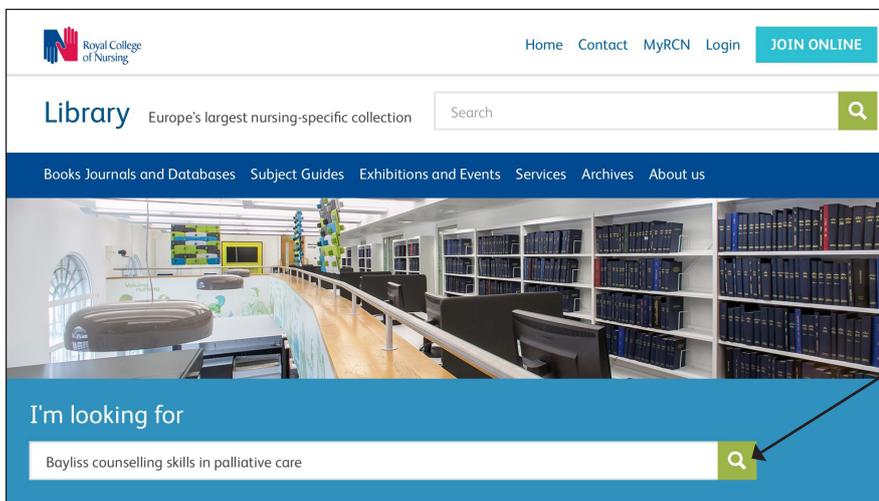


A step-by-step guide to reserving library materials online

RCN members can place reservations on library books for collection from one of our libraries in London, Edinburgh, Belfast and Cardiff. This step-by-step guide shows how to do this. You can place reservations on books that are on loan or available in the library.

Step 1

Search for items by going to www.rcn.org.uk/library and using our **library search tool**. Enter your keywords or book title into the **'I'm looking for'** box.

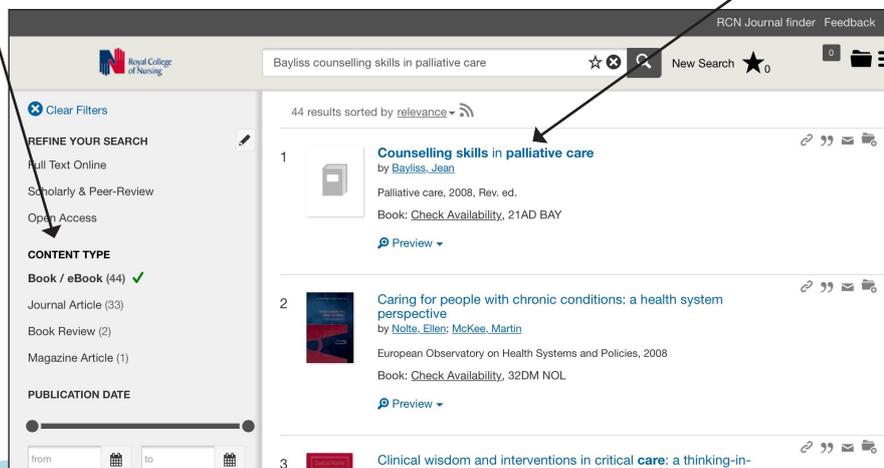


Click on the **spy glass** to **search**.

Step 2

The **search results** are displayed on the next screen.

Use the **filter** to limit the search to books and e-books. Click on the **title** of the item to find more information.



Step 3

The **library catalogue** opens displaying the number of copies of the item together with the **due dates** if they are on loan.

Viewing record 1 of 1 for search "319346(ckey)"

Item Details

Keep
Place Hold
Find more by this author
Find more on these topics
Nearby items on shelf
Tell me when new materials by this author are available

Item Information A Look Inside More...

Title: Counselling skills in palliative care Rev. ed.
Author: Bayliss, Jean.
Publisher: Quay,
Pub date: 2008.
Pages: xi, 183 p. ;
ISBN: 9781856422345
Item info: No copies currently available. Place Hold .

Holdings Change Display

copy:	Material	Status
1	Book	due: 23/7/2018
2	Book	due: 23/7/2018

UK-LONDON

21AD BAY (FOUR-WEEK)

All content

Library Info

- Hours - All Libraries
- New Books - BELFAST
- New Books - EDINBURGH
- New Books - LONDON
- New Books - CARDIFF
- More information

To reserve the item click on **place hold**.

Step 4

You will be asked to enter your **RCN membership number** followed by a **PIN**. The default PIN number is **9999**.

Pickup relates to the library you will be collecting the item from. Use the drop-down list to change the pickup location if applicable.

Place Reservation

Title: Counselling skills in palliative care / Jean Bayliss.
Author: Bayliss, Jean.

RCN Membership Number:

PIN:

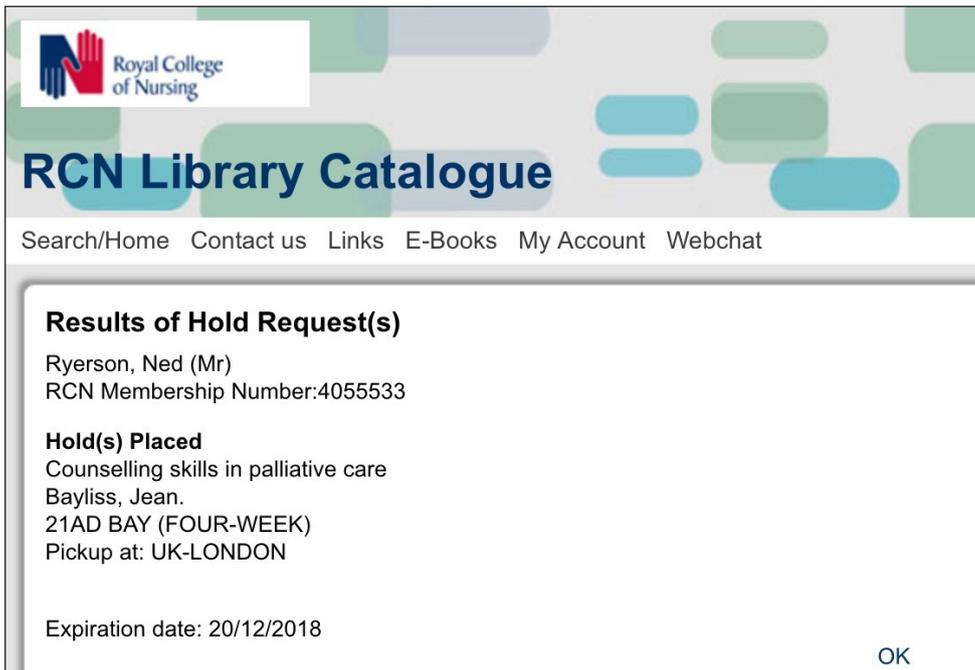
Pickup at:

Expiration date:

Finally click on **Place reservation**.

Step 5

The next screen confirms that the reservation has been placed together with the details of the item reserved. Expiration date relates to how long the reservation will be active for.



The screenshot shows the RCN Library Catalogue interface. At the top left is the Royal College of Nursing logo. The main heading is "RCN Library Catalogue". Below this is a navigation bar with links: "Search/Home", "Contact us", "Links", "E-Books", "My Account", and "Webchat". The main content area displays the following information:

Results of Hold Request(s)
Ryerson, Ned (Mr)
RCN Membership Number:4055533

Hold(s) Placed
Counselling skills in palliative care
Bayliss, Jean.
21AD BAY (FOUR-WEEK)
Pickup at: UK-LONDON

Expiration date: 20/12/2018

OK

Step 6

We will notify you by e-mail when the item is available for collection from your selected RCN Library.