Managing "My Library Account"

Requesting Items on Loan
Requesting Items on Loan (1)

- To request an item which is currently on loan, make sure that you are signed in your UoM IT Account.
Requesting Items on Loan (2)

- Type the title or keywords in the search field.
- Select **Print Resources** from the drop down menu.
Requesting Items on Loan (3)

- Click the tab **Request**
- Click **Hold**
Requesting Items on Loan (4)

• A notification that your request was successful will appear.
Viewing a requested item (1)

- Viewing a Hold Request can be done online via the Library website: http://www.um.edu.mt/library through My Library Account.

- Click Requests

  My Library Account allows you to view the list of active loans, renew books, reserve loaned items, check whether you have any fines and view your borrowing history.
Viewing a requested item (2)

- Information about your requested book will be displayed.
- The **Status** will display your position in queue and the current due date.
- The **Pickup Location** will display the Library/Branch/Department where you must collect the required book.

<table>
<thead>
<tr>
<th>#</th>
<th>Type</th>
<th>Title</th>
<th>Author</th>
<th>Status</th>
<th>Pickup Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Hold</td>
<td>Introduction to academic writing</td>
<td>Oshima, Alice</td>
<td>Waiting in position 1 in queue; current due date 02/06/14</td>
<td>Main Library</td>
</tr>
</tbody>
</table>


For further information you are welcome to contact the Circulation Desk by phone on 2340 2049 or via e-mail on circulation.lib@um.edu.mt