

# University of Malta Library

## ***Managing "My Library Account"*** ***Requesting Items on Loan***

*Knowledge,  
Support,  
Innovation ...*

# 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.

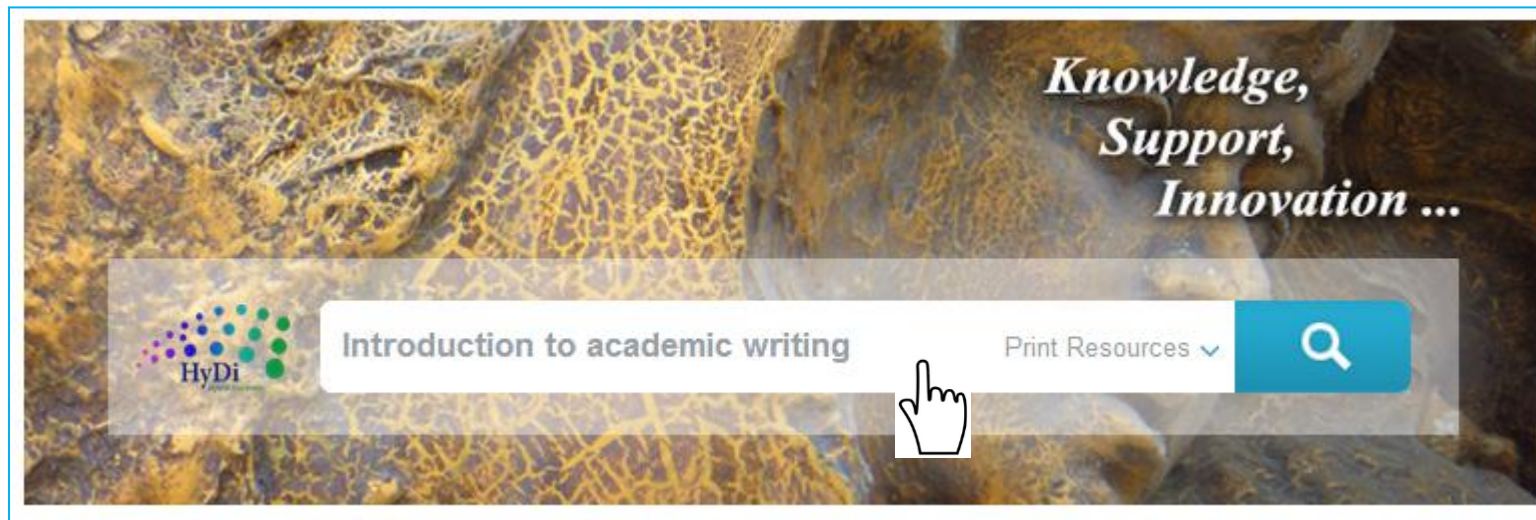
The screenshot shows the University of Malta Library website. At the top left is the University of Malta logo and the text "UNIVERSITY OF MALTA L-Università ta' Malta". To the right is a "Sign In" button with a hand cursor pointing to it. Below the logo is a "Quicklinks" dropdown menu with a "GO" button. A navigation bar contains links for "A-Z INDEX", "SITEMAP", "SEARCH", and "CONTACT US". Below this is a green banner with "The Library" on the left and "UoM HOMEPAGE" on the right. The main content area features a large image of drafting tools with the text "Knowledge, Support, Innovation ...". Below the image is a search bar with the text "Enter keywords..." and a "All Resources" dropdown. On the left side, there is a sidebar menu with the following items: "About the Library", "Departments", "Branch Libraries", "Special Collections", "Services", "Digital Initiatives", "Online Resources", "Help & Support", and "Library A-Z".

*Knowledge,  
Support,  
Innovation ...*



# Requesting Items on Loan (2)

- Perform a search for a book via the Library website <http://www.um.edu.mt/library>, through HyDi.
- 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**



Book  ☆ **Introduction to academic writing**  
Oshima, Alice Hogue, Ann 2007  
● **Checked out at** Main Library General (PE1408 .O72 2007 )

**Details** Locations **Request**

Request Options: **Hold** [Send to](#) [Share](#) [Close](#)

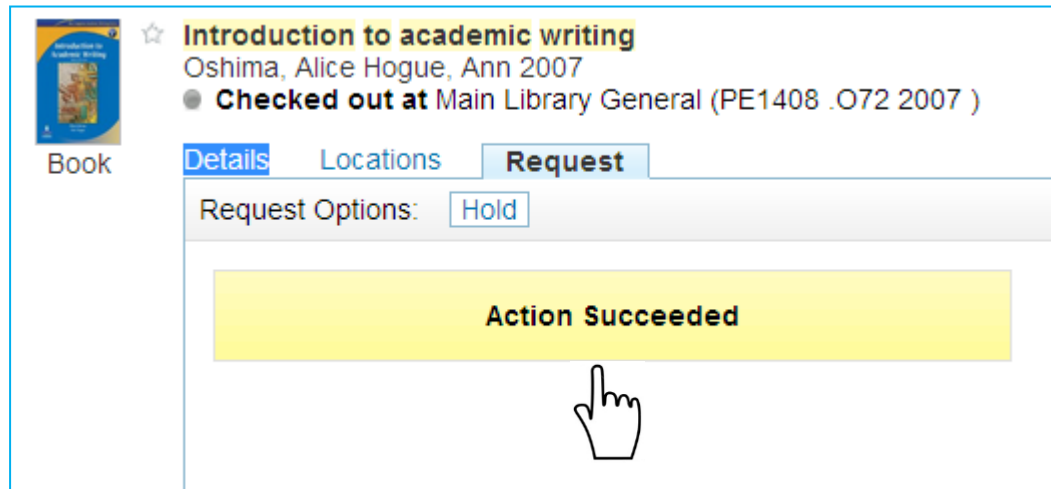
Location:	Main Library
Secondary location:	General
Item category:	Regular loan
Pickup Location:	Main Library;

**Hold** Clear Selection

May also be available in other locations.  
[View All locations.](#)

# Requesting Items on Loan (4)

- A notification that your request was successful will appear.

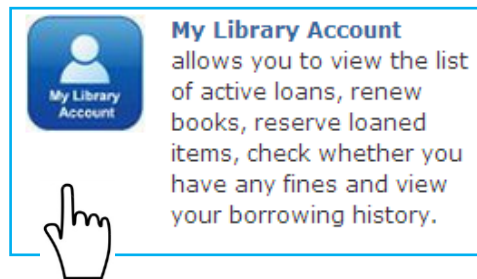


The screenshot displays a library catalog entry for the book "Introduction to academic writing" by Alice Hogue and Ann Oshima, published in 2007. The book is currently checked out at the Main Library General. The interface includes tabs for "Details", "Locations", and "Request". Under the "Request" tab, the "Request Options" are set to "Hold". A prominent yellow notification box in the center of the page reads "Action Succeeded", with a hand cursor pointing to it, indicating that the request process has been completed successfully.

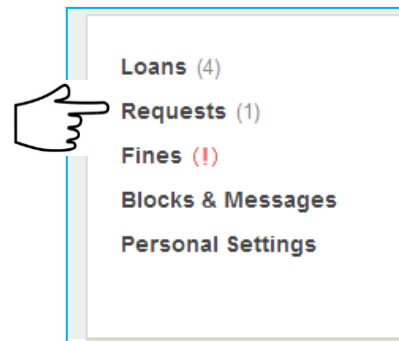


# Viewing a requested item (1)

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



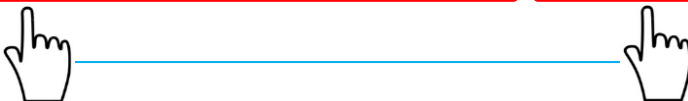
- Click **Requests**



# 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.

List of Requests							
#	Type	Title	Author	Status	Pickup Location	Location	Actions
01	Hold	Introduction to academic writing /	Oshima, Alice.	Waiting in position 1 in queue; current due date 02/06/14	Main Library	Main Library	Cancel



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](mailto:circulation.lib@um.edu.mt)