



HOW TO RESERVE A BOOK

From the Sheffield City Council Library System



Requirements to reserve books

- You must be a member of the library network. (If you aren't a member you can join. You will need 2 proofs of ID) This is free
- If the library is an Associate Library (run by volunteers) or a co-delivered library, run in partnership with Sheffield City Council and community groups, the library may also have a local collection of books. You will need to become a member of the library's local system to borrow or reserve these books and they must be returned to the library they were borrowed from. You will use the same library card number.
- For data protection reasons, if you have not used your library card for more than 12 months, your account may have been deactivated. In which case you will need to join the library again. This is free.
- If your account is locked because of lost books or overdue items, you will need to pay the fees to unlock your borrowing account. You can pay in instalments.
- If you currently have 15 books, audio books and or DVDs on loan, you will have reached your account limit and must return some items before more can be borrowed.

Requirements to reserve books

You will need:

- your library card
- If reserving online you will also need your library PIN
- the book title
- the author
- the name of the library where you want to collect your book.



Ways to Reserve Your Book

- In person from your local library
- Online from <http://library.sheffield.gov.uk/uhtbin/webcat>

In Person from your local library

Six easy steps

1. Walk into the library and wait at the desk. At busy time there may be a limit to the number of reservations you can make at once. Your account must be active and in good order.
2. Present the library assistant with your library card. Give the library assistant the details of the book you wish to reserve, and which library you would like to collect the book from.
3. The library assistant will search the Sheffield City Council computer system to see if the title is in stock, either at the library you are in or any other library on the network.
4. If the library is an Associate or Co-delivered library, with a local system. The assistant will check to see if the title is held locally and available, the assistant will help you locate the book, and loan it to you.
5. If the book is in the catalogue, but not available, they will reserve the book on your behalf.

Online from <http://library.sheffield.gov.uk/uhtbin/webcat>

login to the website

Type the web address above into your web browser

Type you library card number into the box at the top right of the screen

Type your PIN into the box beneath the library card number

Click on the button labelled 'Login'

Search for your book

Enter the book details you wish to search for, this might be the title, author, ISBN or a few words from the title

From the drop down list to the right of the search box, tell the computer what it is looking for. Eg title

Click on the 'Search' button

Your search results are displayed

Hopefully, the book you want is in the catalogue and a list of titles is displayed for you to choose from.

If nothing is displayed, click on 'go back' in the menu and search again. Check the spelling and the drop down you searched under

If there is still nothing displayed this title is not be available on the Sheffield City Council system.

At the bottom of this screen is a more detailed search if you need to limit the results returned.

Online from <http://library.sheffield.gov.uk/uhtbin/webcat>

Select a book from the list

The books in the Library catalogue will be displayed in a list showing the title, author and the number of copies in the system and where they are held

Click on the 'details' button to the left of the book title you would like to reserve.

Check and reserve

Check the details of the book are correct on the right side of the screen

On the left side of the screen click on 'RESERVE ITEM'

Enter your collection library

Select the library from the drop down list in the Pickup at: box

Click on the 'Reserve Item' button

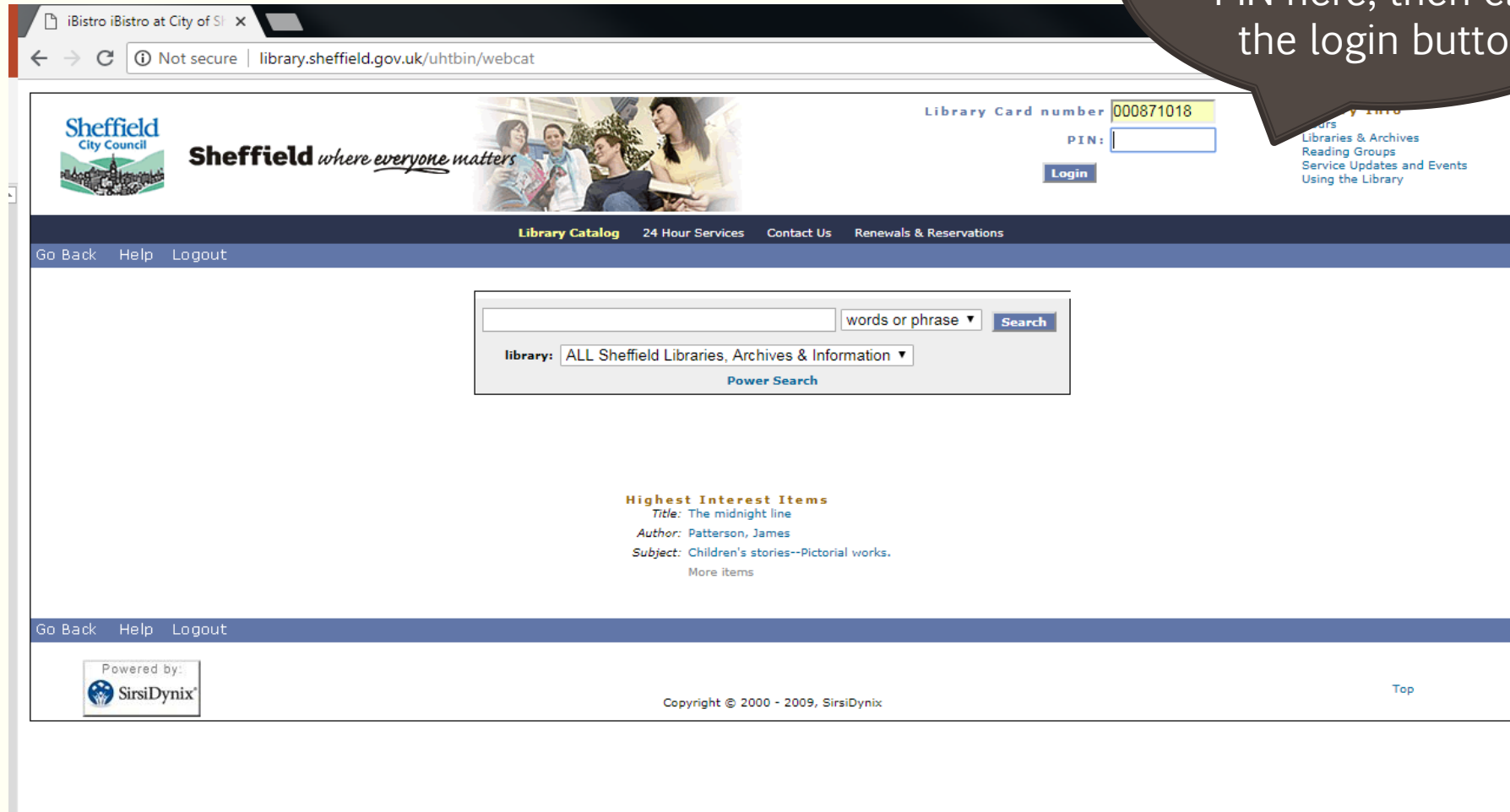


SCREEN SHOTS OF A RESERVATION

Sheffield folk...there's nowt like 'em

Login to the reservations system

Enter your library card number and PIN here, then click the login button



The screenshot shows the Sheffield City Council library website. The browser address bar displays 'library.sheffield.gov.uk/uhtbin/webcat'. The page header includes the Sheffield City Council logo and the slogan 'Sheffield where everyone matters'. A navigation bar contains links for 'Library Catalog', '24 Hour Services', 'Contact Us', and 'Renewals & Reservations'. A secondary navigation bar includes 'Go Back', 'Help', and 'Logout'. The main content area features a search box with a dropdown menu set to 'words or phrase' and a 'Search' button. Below the search box is a 'library:' dropdown menu set to 'ALL Sheffield Libraries, Archives & Information' and a 'Power Search' link. The 'Highest Interest Items' section lists a book titled 'The midnight line' by James Patterson, with a subject of 'Children's stories--Pictorial works.' and a 'More items' link. The footer includes a 'Powered by: SirsiDynix' logo, a copyright notice for 2000-2009, and a 'Top' link.

Sheffield City Council
Sheffield where everyone matters

Library Card number 000871018
PIN:
Login

Library Catalog 24 Hour Services Contact Us Renewals & Reservations

Go Back Help Logout

words or phrase Search

library: ALL Sheffield Libraries, Archives & Information Power Search

Highest Interest Items
Title: The midnight line
Author: Patterson, James
Subject: Children's stories--Pictorial works.
More items

Go Back Help Logout

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Top

Now you are logged in.

The screenshot shows the Sheffield City Council library website. The browser address bar displays 'library.sheffield.gov.uk/CL/108040014/303'. The page features the Sheffield City Council logo, a navigation bar with 'Library Catalog' and '24 Hour Search', and a 'Logout' link. A search box is prominently displayed with a 'Search' button and a 'Power Search' link. Below the search box, there are sections for 'Highest Interest Items' and 'My Favorite Authors'. Three callout boxes provide additional information: one points to the 'Logout' link, another points to the search box, and a third points to the top right corner where the login box was previously located.

You have a logout button here

This is where you type in your search details

The login box has gone

Sheffield City Council

Library Catalog 24 Hour Search

Back Help My Profile Logout

Search words or phrase

library: ALL Sheffield Libraries, Archives & Information

Power Search

Highest Interest Items
Title: The midnight line
Author: Patterson, James
Subject: Children's stories--Pictorial works.
More items

My Favorite Authors
Dick, Philip K. book author.
Ferst, Phillipa.
Ford, Harrison actor.

Library Info
Hours
Libraries & Archives
Reading Groups
Service Updates and Events
Using the Library

Make your search

Enter your
key words,
title or author

Change the
option to tell
the system
what it's
looking for

Click the
search
button

The screenshot shows a web browser window with the URL `gov.uk/uhtbin/cgisirsi/?ps=IwHqBTV9a3/SN/108040014/49`. The page features a header with a banner image and the text "everyone matters". Below the banner is a navigation bar with links: "Library Catalog", "24 Hour Services", and "Contact Us". On the right side, there is a "Library Info" section with links for "Hours", "Libraries & Archives", "Reading Groups", "Service Updates and Events", and "Using the Library".

The main search area contains a search box with the text "nowt" and a dropdown menu set to "words or phrase". A "Search" button is located to the right of the search box. Below the search box, there is a "library:" dropdown menu set to "ALL Sheffield Libraries, Archives & Information" and a "Power Search" link.

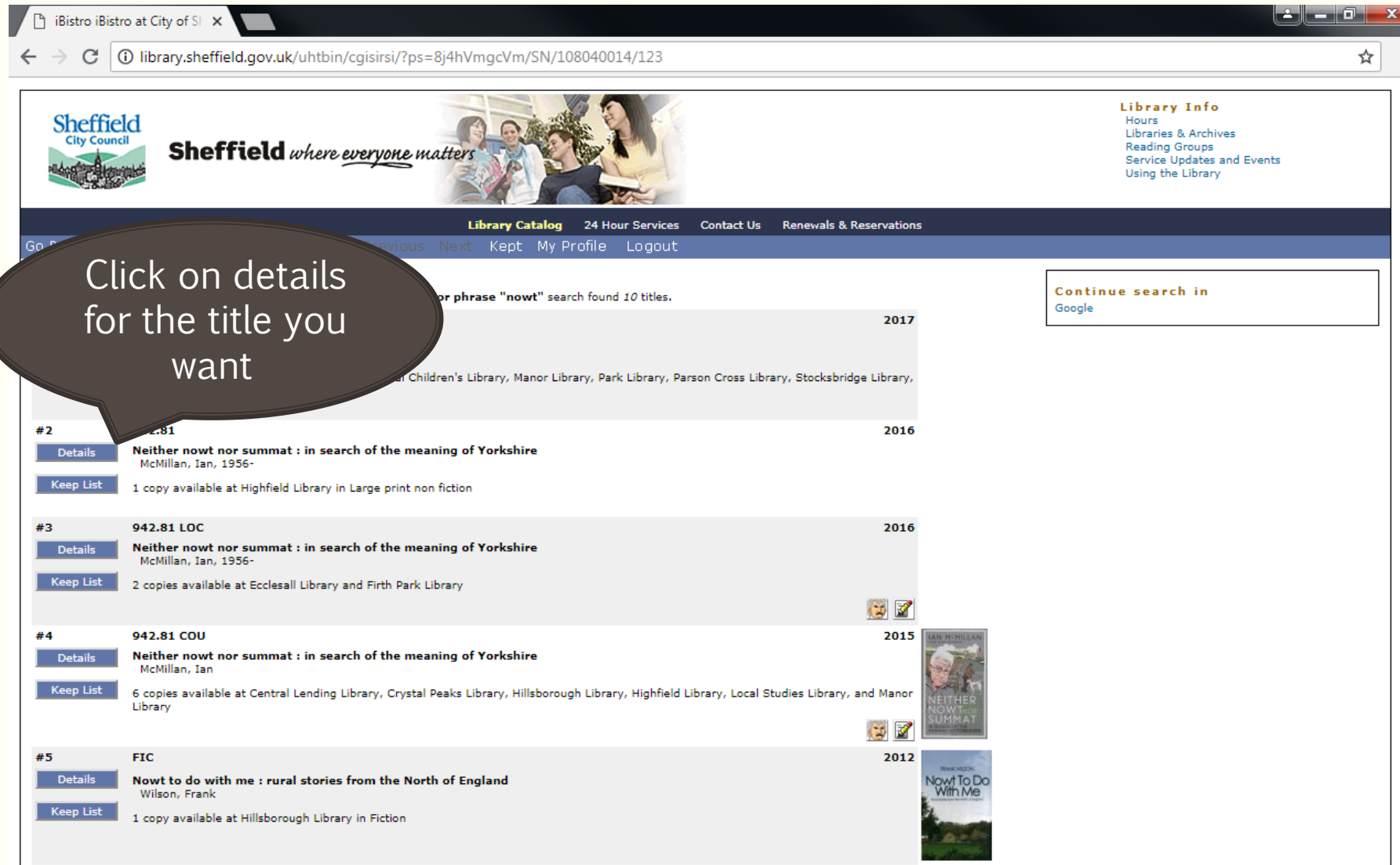
At the bottom of the page, there are two sections: "Highest Interest Items" and "My Favorite Authors".

Highest Interest Items
Title: [The midnight line](#)
Author: [Patterson, James](#)
Subject: [Children's stories--Pictorial works.](#)
[More items](#)

My Favorite Authors
[Dick, Phillip K. book author.](#)
[Ferst, Phillipa.](#)
[Ford, Harrison actor.](#)

My Favorite Subjects
[Business Success : Career Change](#)

Your search results are displayed



The screenshot shows the Sheffield City Council iBistro library website. The browser address bar displays the URL: library.sheffield.gov.uk/uhtbin/cgisirsi/?ps=8j4hVmgcVm/SN/108040014/123. The website header includes the Sheffield City Council logo and the slogan "Sheffield where everyone matters". A navigation bar contains links for "Library Catalog", "24 Hour Services", "Contact Us", and "Renewals & Reservations". A "Library Info" section on the right lists "Hours", "Libraries & Archives", "Reading Groups", "Service Updates and Events", and "Using the Library".

A search results page is displayed, showing the results for the phrase "nowt". A dark speech bubble with the text "Click on details for the title you want" points to the "Details" button for the first result. The results are listed in a table with columns for item number, call number, title, author, year, and availability.

#	Call Number	Title	Author	Year	Availability
#1	942.81	Neither nowt nor summat : in search of the meaning of Yorkshire	McMillan, Ian, 1956-	2017	1 copy available at Highfield Library in Large print non fiction
#2	942.81	Neither nowt nor summat : in search of the meaning of Yorkshire	McMillan, Ian, 1956-	2016	1 copy available at Highfield Library in Large print non fiction
#3	942.81 LOC	Neither nowt nor summat : in search of the meaning of Yorkshire	McMillan, Ian, 1956-	2016	2 copies available at Ecclesall Library and Firth Park Library
#4	942.81 COU	Neither nowt nor summat : in search of the meaning of Yorkshire	McMillan, Ian	2015	6 copies available at Central Lending Library, Crystal Peaks Library, Hillsborough Library, Highfield Library, Local Studies Library, and Manor Library
#5	FIC	Nowt to do with me : rural stories from the North of England	Wilson, Frank	2012	1 copy available at Hillsborough Library in Fiction

Book covers for "Neither nowt nor summat" and "Nowt to do with me" are shown next to their respective entries. A "Continue search in Google" button is located on the right side of the results page.

Reserve your book

The screenshot shows a web browser window with the address bar displaying a URL from the City of Solihull library system. The page features a header with a navigation menu and a 'Library Info' section. A large speech bubble with the text 'Click on RESERVE ITEM here' points to a button labeled 'RESERVE ITEM' in the left sidebar. The main content area displays details for the book 'Neither nowt nor summat : in search of the meaning of Yorkshire' by McMillan, Ian, 1956-. The book is published by Magna in 2016, has 349 pages, and an ISBN of 9780750542777. It is currently held at Highfield Library. The bottom of the page includes a footer with the SirsiDynix logo and copyright information.

Library Info
Hours
Libraries & Archives
Reading Groups
Service Updates and Events
Using the Library

Library Catalog 24 Hour Services Contact Us Renewals & Reservations

record 2 of 10 for search words or phrase "nowt"

RESERVE ITEM
Find more by this author
Find more on these topics
Nearby items on shelf
Tell me when new materials by this author are available
Tell me when new materials on these topics are available
Continue search in Google

Item Information Catalog Record

Neither nowt nor summat : in search of the meaning of Yorkshire
McMillan, Ian, 1956-

Publisher: Magna,
Pub date: 2016.
Pages: 349 pages (large print) ;
ISBN: 9780750542777
Item info: 1 copy available at Highfield Library.

Holdings Change Holdings Display
Highfield Library

Copy	Material	Location
942.81	1 Large print	Large print non fiction

Go Back Help New Search Previous Next Change Display Kept My Profile Logout

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Pick your collection library

iBistro iBistro at City of S x

library.sheffield.gov.uk/uhtbin/cgisirsi/?ps=5YysJ0230b/SN/108040014/108


 **Sheffield** *where everyone matters*

Library Info
Hours
Libraries & Archives
Reading Groups
Service Updates and Events
Using the Library

[Library Catalog](#) [24 Hour Services](#) [Contact Us](#) [Renewals & Reservations](#)

[Go Back](#) [Help](#) [My Profile](#) [Logout](#)

Reserve Item

Title: Neither nowt nor summat : in search of the meaning of Yorkshire / Ian McMillan.
Author: McMillan, Ian, 1956-
Pickup at:
Expiration date: 

[Reserve Item](#) [Reset Query Values](#)

[Go Back](#) [Help](#) [My Profile](#) [Logout](#)

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Reservation details confirmed



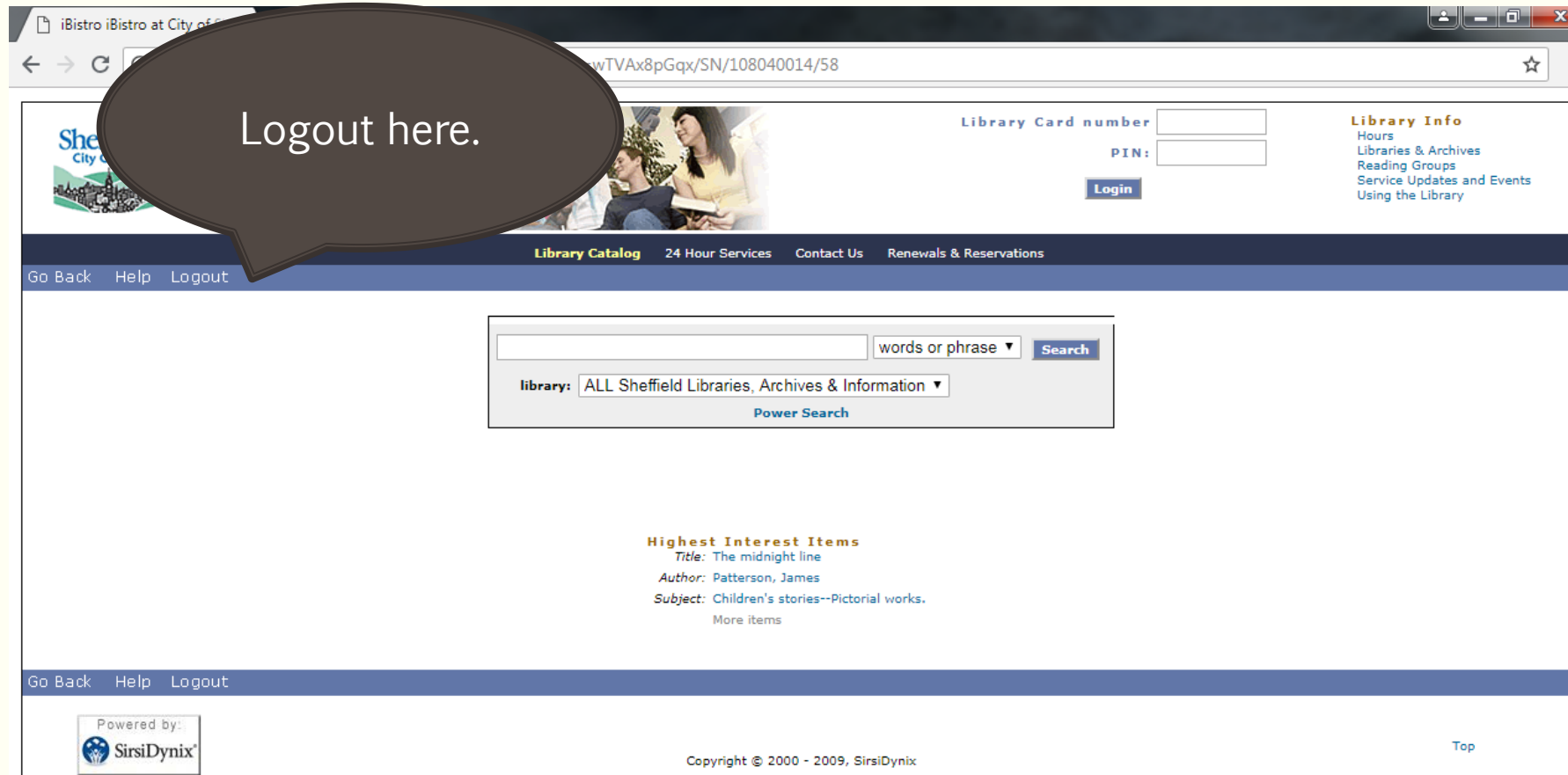
The screenshot shows a web browser window with the URL `library.sheffield.gov.uk/uhtbin/cgisirsi/?ps=knm8Mi5C6C/SN/1080400`. The page header features the Sheffield City Council logo and the slogan "Sheffield where everyone matters". Below the header, a dark blue bar contains the text "Library Catalog 24". The main content area displays the following information:

- Results of Hold Request(s)**
 - Smith, Sharon (Mrs)
 - Library Card number
- Item Reserved**
 - Neither nowt nor summat : in search of the meaning of Yorkshire
 - McMillan, Ian, 1956-
 - 942.81
 - Pickup at: Stannington Library
 - Expiration date: 24/6/2020

At the bottom left, there is a "Powered by: SirsiDynix" logo. At the bottom right, there is a copyright notice "Copyright © 2000 - 2009, SirsiDynix" and a "Top" link. A large, dark grey speech bubble is overlaid on the right side of the page, containing the text: "Your reservation is confirmed. You will be notified when the book is ready to collect". A smaller, dark grey speech bubble is overlaid on the bottom left, containing the text: "Click the OK".

Click
the OK

Reservation details confirmed



The screenshot shows the Sheffield City Libraries website. A dark speech bubble with the text "Logout here." points to the "Logout" link in the top navigation bar. The website header includes the Sheffield City Libraries logo, a "Library Card number" field, a "PIN:" field, and a "Login" button. To the right, there is a "Library Info" section with links for "Hours", "Libraries & Archives", "Reading Groups", "Service Updates and Events", and "Using the Library". The top navigation bar contains links for "Library Catalog", "24 Hour Services", "Contact Us", and "Renewals & Reservations". Below the navigation bar, there is a search section with a text input field, a "words or phrase" dropdown, a "Search" button, and a "library:" dropdown menu set to "ALL Sheffield Libraries, Archives & Information". A "Power Search" link is also present. The main content area displays "Highest Interest Items" with details for "The midnight line" by James Patterson, including the subject "Children's stories--Pictorial works." and a "More items" link. The footer includes a "Powered by: SirsiDynix" logo, a copyright notice "Copyright © 2000 - 2009, SirsiDynix", and a "Top" link.

Logout here.

Sheffield City Libraries

Library Card number

PIN:

Login

Library Info

- Hours
- Libraries & Archives
- Reading Groups
- Service Updates and Events
- Using the Library

Go Back Help Logout

Library Catalog 24 Hour Services Contact Us Renewals & Reservations

words or phrase

library: ALL Sheffield Libraries, Archives & Information

Highest Interest Items


Title: [The midnight line](#)

Author: [Patterson, James](#)

Subject: [Children's stories--Pictorial works.](#)

[More items](#)

Go Back Help Logout

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