



# HOW TO RESERVE A BOOK

From the Sheffield City Council Library System



# Requirements to reserve books

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- 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

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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

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

# In Person from your local library

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## 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>

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## 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>

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## 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



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# SCREEN SHOTS OF A RESERVATION

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

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# Login to the reservations system

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

The screenshot shows a web browser window with the URL `library.sheffield.gov.uk/uhtbin/webcat`. The page features the Sheffield City Council logo and the slogan "Sheffield where everyone matters". A navigation bar includes links for "Library Catalog", "24 Hour Services", "Contact Us", and "Renewals & Reservations". A search bar is present with a dropdown menu set to "words or phrase" and a "Search" button. Below the search bar, there is a "library:" dropdown menu set to "ALL Sheffield Libraries, Archives & Information" and a "Power Search" link. A "Highest Interest Items" section displays the title "The midnight line" by James Patterson, with a link to "More items". The footer includes the "Powered by: SirsiDynix" logo, the copyright notice "Copyright © 2000 - 2009, SirsiDynix", and a "Top" link. A dark speech bubble on the right side of the page contains the instruction: "Enter your library card number and PIN here, then click the login button". The login form is located in the top right corner, with a "Library Card number" field containing "000871018" and a "PIN:" field. A "Login" button is positioned below the PIN field.

# Now you are logged in.

The screenshot shows the Sheffield City Council library website interface. The browser address bar displays 'library.sheffield.gov.uk/CL/108040014/303'. The page features the Sheffield City Council logo, a navigation menu with 'Library Catalog' and '24 Hour Search', and a 'Logout' button. A search box is highlighted with a callout: 'This is where you type in your search details'. Below the search box, the 'library:' dropdown is set to 'ALL Sheffield Libraries, Archives & Information'. A 'Power Search' link is also visible. On the right, a 'Library Info' section lists 'Hours', 'Libraries & Archives', 'Reading Groups', 'Service Updates and Events', and 'Using the Library'. At the bottom, there are sections for 'Highest Interest Items' and 'My Favorite Authors'. The 'Logout' button is highlighted with a callout: 'You have a logout button here'. A large callout on the right side of the page states: 'The login box has gone'.

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

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

**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 image shows a screenshot of a library website's search interface. At the top, there is a navigation bar with links for "Library Catalog", "24 Hour Services", and "Contact Us". 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 main search area features a text input field containing the word "nowt", a dropdown menu set to "words or phrase", and a "Search" button. Below this is a "library:" dropdown menu set to "ALL Sheffield Libraries, Archives & Information" and a "Power Search" link. The page also displays "Highest Interest Items" with details for a book titled "The midnight line" by James Patterson, and "My Favorite Authors" listing Philip K. Dick, Philippa Fernst, and Harrison Ford. A "My Favorite Subjects" section lists "Business Success : Career Change".

nowt 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

**My Favorite Authors**  
Dick, Philip K. book author.  
Fernst, Philippa.  
Ford, Harrison actor.

**My Favorite Subjects**  
Business Success : Career Change

# Your search results are displayed

The screenshot shows a web browser window with the URL `library.sheffield.gov.uk/uhtbin/cgisirsi/?ps=8j4hVmgcVm/SN/108040014/123`. 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".

The search results section displays the following information:

- Search phrase "nowt" search found 10 titles.
- Navigation: Previous, Next, Kept, My Profile, Logout
- Search options: Continue search in Google
- Results list:

Item #	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

A speech bubble with the text "Click on details for the title you want" points to the "Details" button for the first result. Book covers for "Neither Nowt Nor Summat" and "Nowt to Do With Me" are visible on the right side of the results list.

# Reserve your book

The screenshot shows a web browser window displaying a library catalog page. The browser's address bar shows the URL: `http://www.sirsi.org/aisirsi/?ps=SIImKYyEoIJ/SN/108040014/9`. The page features a navigation menu with links for [Library Catalog](#), [24 Hour Services](#), [Contact Us](#), and [Renewals & Reservations](#). A secondary menu includes [Display](#), [Kept](#), [My Profile](#), and [Logout](#). The main content area displays search results for the query "nowt", indicating "record 2 of 10".

A dark speech bubble with white text is overlaid on the left side of the page, pointing to a button labeled "RESERVE ITEM". The text inside the bubble reads: "Click on RESERVE ITEM here".

The "RESERVE ITEM" button is located in a sidebar on the left, which also contains links for "Find more by this author", "Find more on these topics", "Nearby items on shelf", and "Tell me when new materials by this author are available". Below these links is a "Continue search in Google" option.

The main content area shows the book details for "Neither nowt nor summat : in search of the meaning of Yorkshire" by McMillan, Ian, 1956-. The details include:

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

The "Holdings" section shows the book is available at Highfield Library. A table below lists the holding details:

Copy	Material	Location
942.81	1 Large print	Large print non fiction

At the bottom of the page, there is a "Powered by: SirsiDynix" logo and a copyright notice: "Copyright © 2000 - 2009, SirsiDynix". A "Top" link is also present in the bottom right corner.

# Pick your collection library

The screenshot shows a web browser window with the URL `library.sheffield.gov.uk/uhtbin/cgisirsi/?ps=5YysJ0230b/SN/108040014/108`. The page header features the Sheffield City Council logo and the slogan "Sheffield where everyone matters" alongside a photograph of people in a library. A "Library Info" menu is located in the top right corner.

Navigation links include "Library Catalog", "24 Hour Services", "Contact Us", and "Renewals & Reservations". A secondary navigation bar contains "Go Back", "Help", "My Profile", and "Logout".

The main content area is titled "Reserve Item" and displays the following details:

- Title:** Neither nowt nor summat : in search of the meaning of Yorkshire / Ian McMillan.
- Author:** McMillan, Ian, 1956-
- Pickup at:** Stannington Library
- Expiration date:** 24/6/2020

At the bottom of the form are two buttons: "Reserve Item" and "Reset Query Values".

The footer includes a "Powered by: SirsiDynix" logo, the copyright notice "Copyright © 2000 - 2009, SirsiDynix", and a "Top" link.

# Reservation details confirmed

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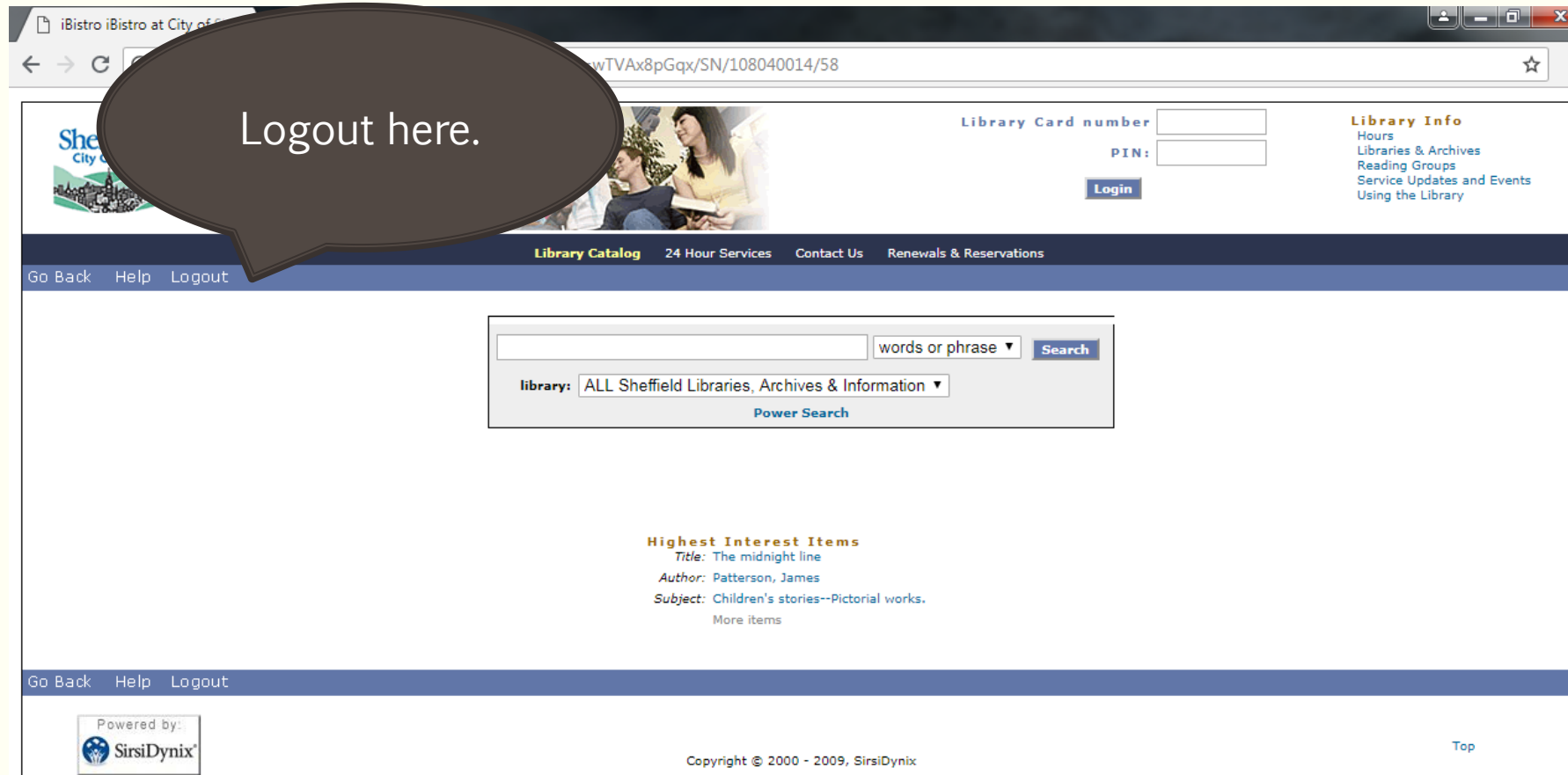
The screenshot shows a web browser window with the URL `library.sheffield.gov.uk/uhtbin/cgisirsi/?ps=knm8Mi5C6C/SN/1080400`. The page header includes the Sheffield City Council logo and the slogan "Sheffield where everyone matters". Below the header, the page is titled "Library Catalog" and displays "Results of Hold Request(s)". The user is identified as "Smith, Sharon (Mrs)" with a "Library Card number". The reserved item is "Neither nowt nor summat : in search of the meaning of Yorkshire" by McMillan, Ian, 1956-942.81, with a pickup location of "Stannington Library" and an expiration date of "24/6/2020". A small "OK" link is visible at the bottom right of the reservation details. The footer includes a "Powered by: SirsiDynix" logo and a copyright notice for 2000-2009.

Your reservation is confirmed.

You will be notified when the book is ready to collect

Click the OK

# Reservation details confirmed



The screenshot shows a web browser window displaying a library website. A dark speech bubble with the text "Logout here." is overlaid on the page, pointing to the "Logout" link in the navigation bar. The website header includes the Sheffield City Council logo, a navigation menu with "Library Catalog", "24 Hour Services", "Contact Us", and "Renewals & Reservations", and a "Library Info" section with links for "Hours", "Libraries & Archives", "Reading Groups", "Service Updates and Events", and "Using the Library". A search bar is located in the center, with a dropdown menu set to "words or phrase" and a "Search" button. Below the search bar, there is a "library:" dropdown menu set to "ALL Sheffield Libraries, Archives & Information" and a "Power Search" link. 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 contains a "Powered by: SirsiDynix" logo, a copyright notice "Copyright © 2000 - 2009, SirsiDynix", and a "Top" link.

Logout here.

Library Card number   
PIN:   
[Login](#)

**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](#) [Logout](#)

words or phrase   
library:  [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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