



## Inclusion Works! Online Library Catalogue – Catalogue Tips

Use the online library catalogue:

- To reserve resources you would like our library staff to collect for you to borrow
- View & manage your loans – 'My Loans'
- View your overdues – 'My Overdues'
- View & manage your reserves – 'My Reserves'

### Catalogue Tips

- Create a shortcut of the online library catalogue on your desktop for quick access to the online library
- When viewing the record of the resource, anything in blue is a hyperlink, hence clicking on it will give you further information relating to the resource

Title:	<a href="#">PECS Story Activity: Brown Bear, Brown Bear What do you See?</a> <a href="#">Reserve</a>
Holdings:	<a href="#">2 of 2</a>
Media:	KIT
ISBN:	13398
Call Number:	HF29Pe13398
Location:	Hanging File

- 'Holdings' this indicate how many copy is in the library and the availability of the resource e.g. 1 of 3 means there are 3 copies and only 1 is available, 0 of 1 means it is on loan to another user. It is preferred that you don't reserve these as you could be waiting for several weeks.