



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 your 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 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 "Login" button is visible in the top right corner. A "Highest Interest Items" section displays the title "The midnight line" by James Patterson, with a "More items" link. The footer includes the "Powered by: SirsiDynix" logo and the copyright notice "Copyright © 2000 - 2009, SirsiDynix".

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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Now you are logged in.

The screenshot shows a web browser window displaying the Sheffield City Council library website. The browser's address bar shows the URL 'library.sheffield.gov.uk/CL/108040014/303'. The page features the Sheffield City Council logo and a navigation menu with links for 'Back', 'Help', 'My Profile', and 'Logout'. A search box is prominently displayed, containing a search input field, a dropdown menu set to 'words or phrase', and a 'Search' button. Below the search box, there is a 'library:' dropdown menu currently set to 'ALL Sheffield Libraries, Archives & Information' and a 'Power Search' link. The page also includes sections for 'Highest Interest Items' and 'My Favorite Authors'. Three callout boxes are overlaid on the image: one pointing to the 'Logout' link, one pointing to the search input field, and one pointing to the search box area 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 Service

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 page. 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 search box containing the text "nowt", 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 page also displays three sections: "Highest Interest Items" with details for "The midnight line" by James Patterson, "My Favorite Authors" listing Philip K. Dick, Philippa Fernst, and Harrison Ford, and "My Favorite Subjects" listing "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.](#)
[Ferst, Philippa.](#)
[Ford, Harrison actor.](#)

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

Your search results are displayed

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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 Previous Next Kept My Profile Logout

for phrase "nowt" search found 10 titles.

#1 942.81 LOC 2017
Neither nowt nor summat : in search of the meaning of Yorkshire
McMillan, Ian, 1956-
Keep List 1 copy available at Highfield Library in Large print non fiction

#2 942.81 2016
Neither nowt nor summat : in search of the meaning of Yorkshire
McMillan, Ian, 1956-
Keep List 2 copies available at Ecclesall Library and Firth Park Library

#3 942.81 COU 2015
Neither nowt nor summat : in search of the meaning of Yorkshire
McMillan, Ian
Keep List 6 copies available at Central Lending Library, Crystal Peaks Library, Hillsborough Library, Highfield Library, Local Studies Library, and Manor Library

#4 FIC 2012
Nowt to do with me : rural stories from the North of England
Wilson, Frank
Keep List 1 copy available at Hillsborough Library in Fiction

Continue search in Google

Reserve your book

The screenshot shows a web browser window displaying a library catalog page. The browser's address bar shows a URL with a search ID. The page features a navigation menu with links like 'Library Catalog', '24 Hour Services', 'Contact Us', and 'Renewals & Reservations'. A search result for the book 'Neither nowt nor summat : in search of the meaning of Yorkshire' is displayed. On the left side of the result, there is a 'RESERVE ITEM' button, which is highlighted by a dark speech bubble containing the text 'Click on RESERVE ITEM here'. Below the button, there are 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'. The book details include the publisher (Magna), publication date (2016), page count (349), and ISBN (9780750542777). The holdings section shows one copy available at Highfield Library.

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

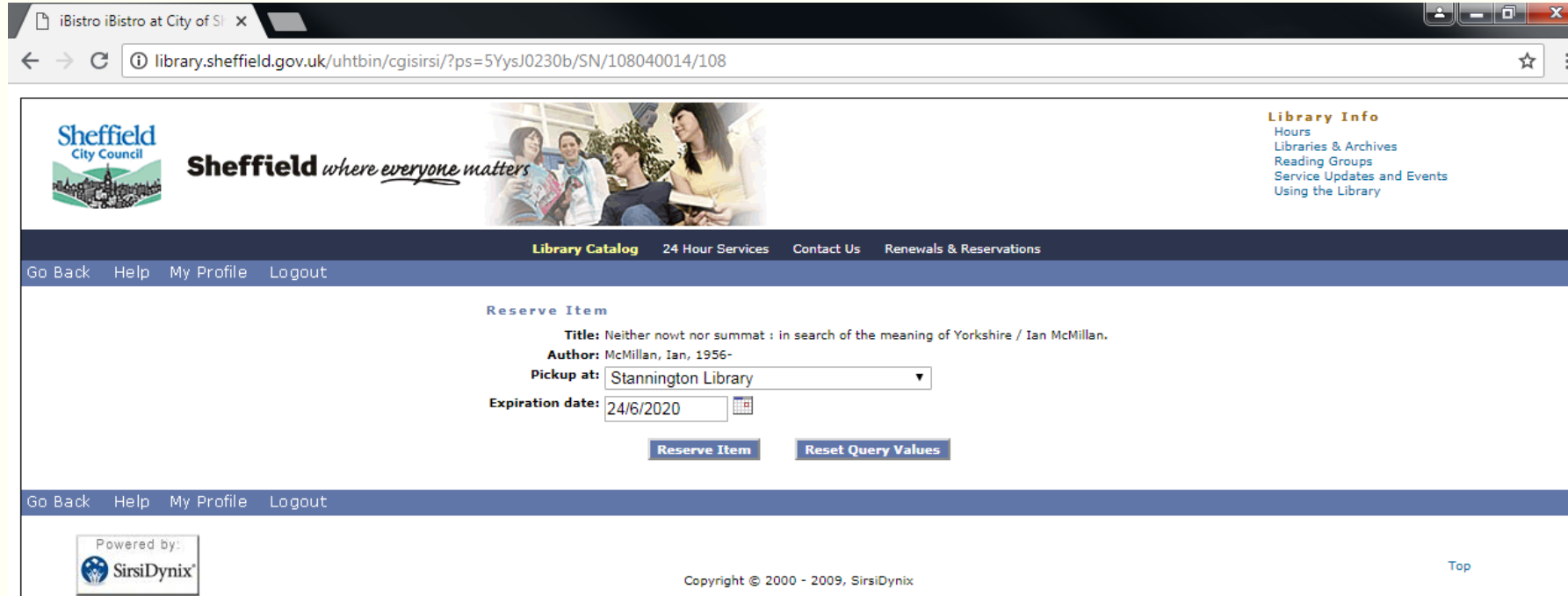
Go Back Help New Search Previous Next Change Display Kept My Profile Logout

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Top

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" with a photo of people reading. A "Library Info" menu is visible on the right. A navigation bar contains links for "Library Catalog", "24 Hour Services", "Contact Us", and "Renewals & Reservations". Below this, a "Reserve Item" form is displayed with 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

Buttons for "Reserve Item" and "Reset Query Values" are located below the form. A second navigation bar with "Go Back", "Help", "My Profile", and "Logout" is positioned below the form. The footer includes a "Powered by: SirsiDynix" logo, a copyright notice "Copyright © 2000 - 2009, SirsiDynix", and a "Top" link.

Reservation details confirmed

Sheffield City Council
Sheffield *where everyone matters*

Library Catalog 24

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

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Top

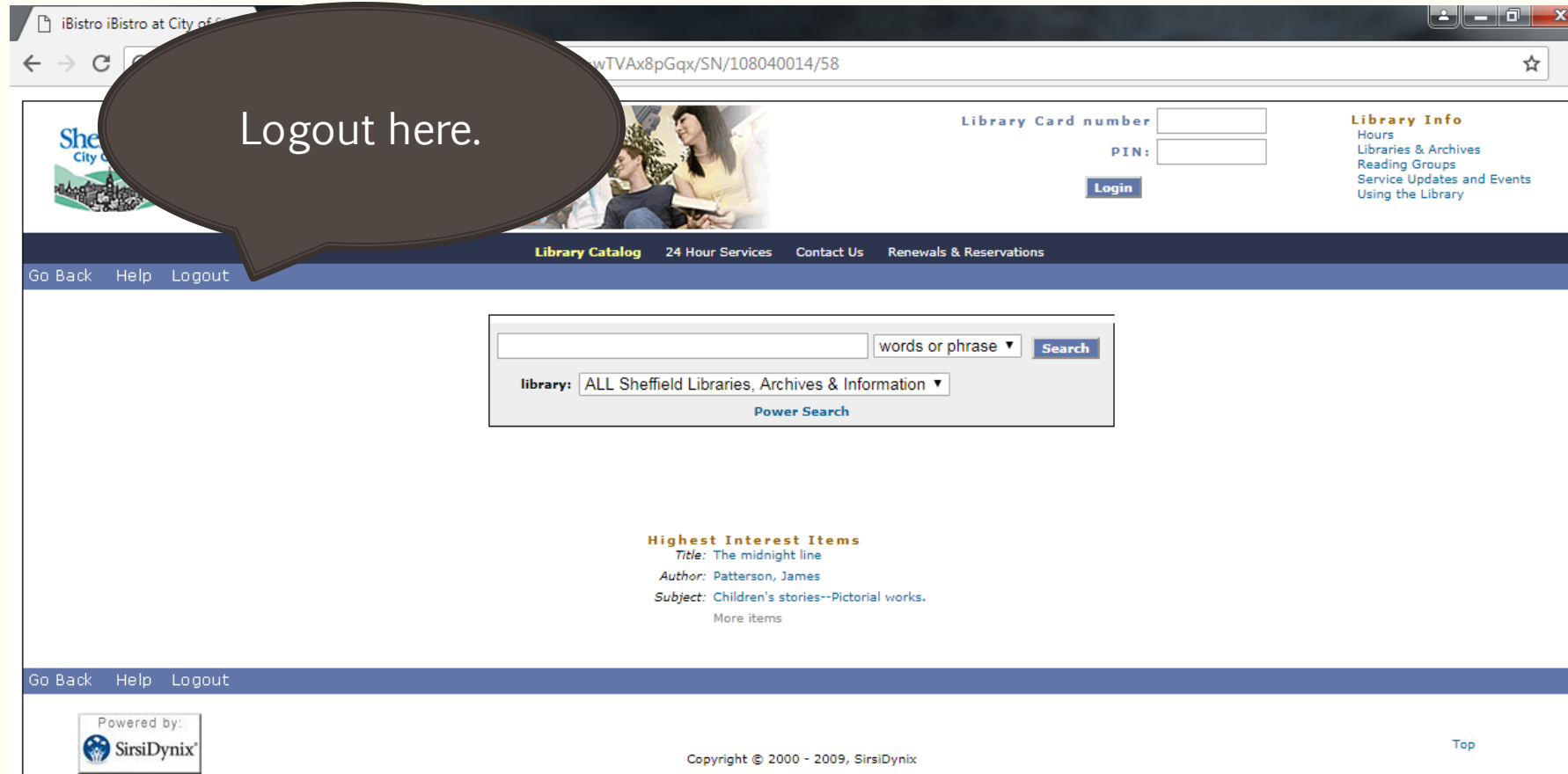
OK

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 top left of the page. 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 "Go Back Help Logout" link. On the right, there are login fields for "Library Card number" and "PIN:" with a "Login" button, and a "Library Info" section with links for "Hours", "Libraries & Archives", "Reading Groups", "Service Updates and Events", and "Using the Library". The main content area features a search bar with a "words or phrase" dropdown and a "Search" button, a "library:" dropdown set to "ALL Sheffield Libraries, Archives & Information", and a "Power Search" link. Below the search bar, there is a "Highest Interest Items" section listing a book by James Patterson with the title "The midnight line" and subject "Children's stories--Pictorial works.", with 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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