How to reserve a Library book online - John Cain Library NHS

Go to the catalogue https://au.accessit.online/NRT07/#!dashboard

1. Sign in to your library record using SSO to placing a reservation on a book.

🔢 Login via SSO
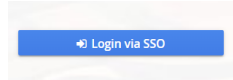
Northcote High School

Sign in with your organizational account

northcote\jtr

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☐ Keep me signed in

Sign in

Sign in with these credentials:
Username: northcote\your-Compass-username
For Example: northcote\abc0001
Password: your Compass password

If it's the first time you have signed in follow the instructions

Northcote\Compass ID (use the back slash\)

Compass password

Remember to check the box 'Keep me signed in' so you don't have to keep putting your credentials in.

2. Search for the title or author using the search box on the library catalogue
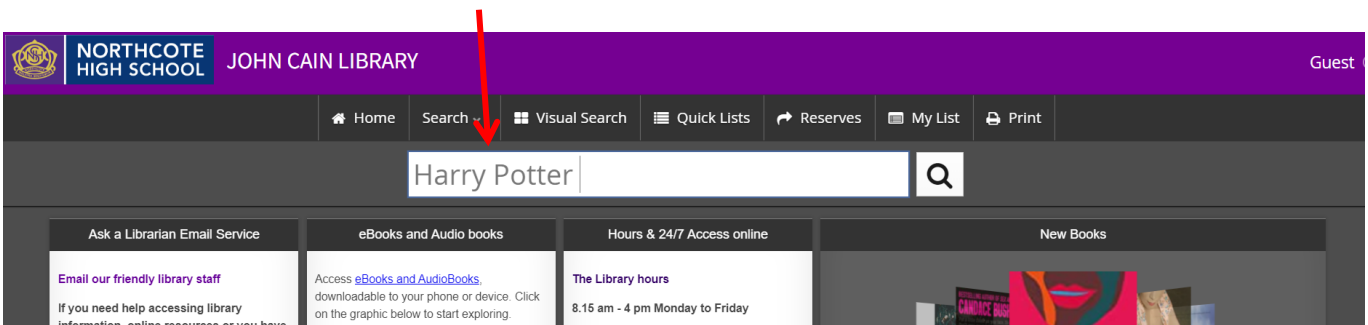
3. Click on the cover of the book you want to reserve, hold and drag it up to the top toolbar and drop it on the <u>Reserve tab</u>.   Titles with green circles are available and those with red circles are presently out on loan.
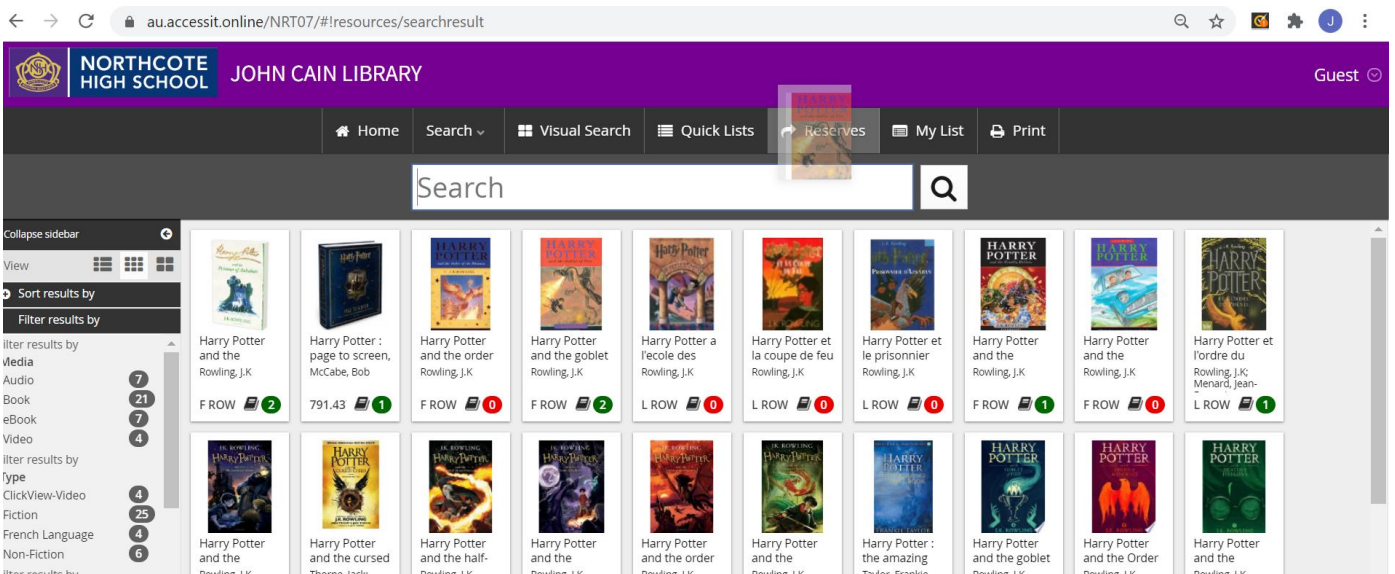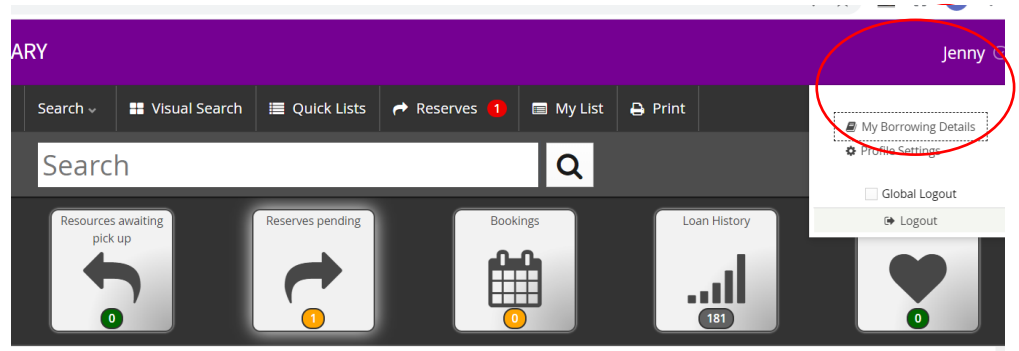
4. The reserve will show in the top tool bar and on your reserve list if you are signed in, otherwise you will be prompted to sign in – see point 1.
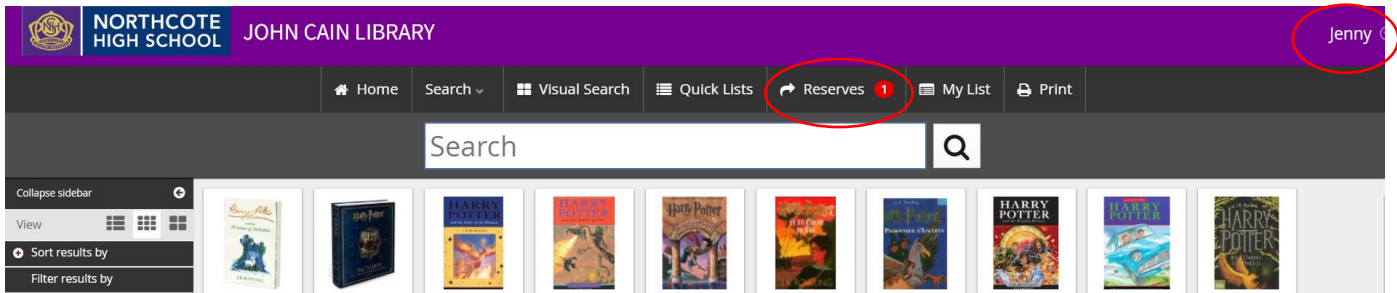
5. To check your reserve click on your name to open your record and click on 'My Borrowing Details'

Select the 'Reserve pending' button

You can also cancel your hold if you no longer need it.

6. When the book is collected from the shelf by Library staff, an automated email will be sent to your NHS email advising you have one week to collect the book from the reserve shelf behind the desk, or students in remote learning can arrange a Click & Collect pick up.

If you do not collect the book in the period required it will be returned to the collection.

For assistance please email Library@nhs.vic.edu.au

OR

Click on the 'Ask a Librarian' email form

on the Library Webpage – using your NHS email.