

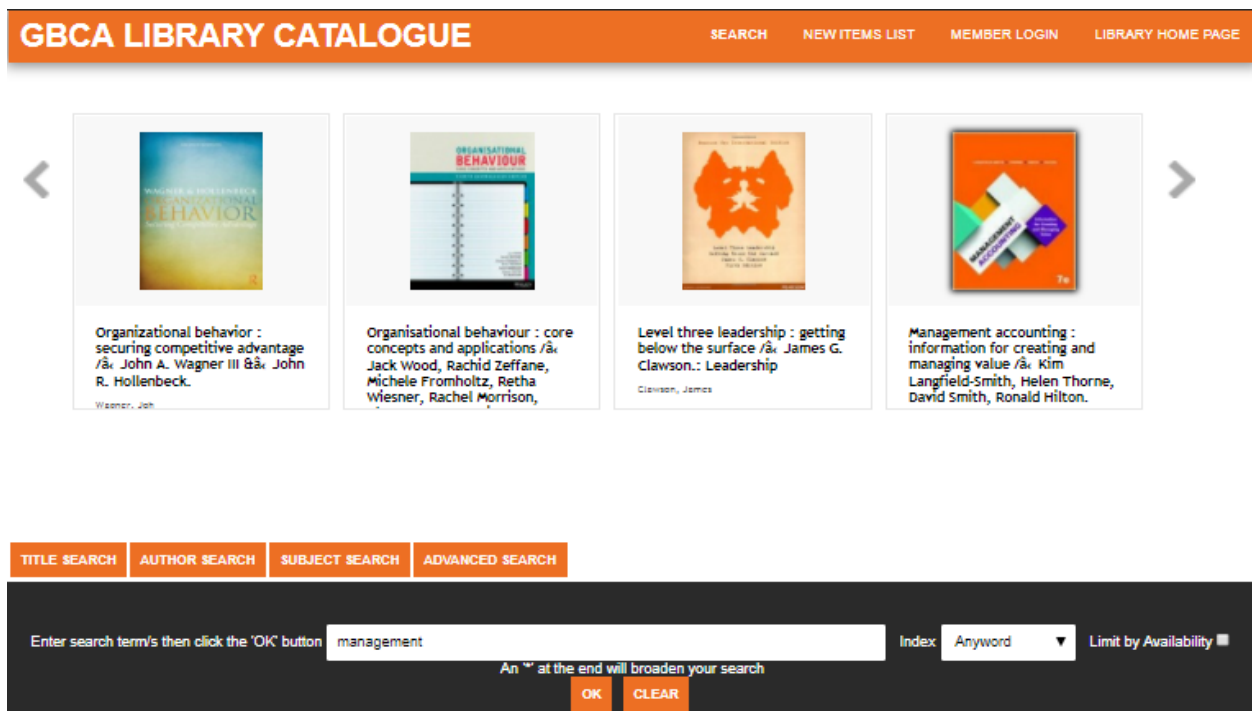
Reservations / Holds

Reservations can be made on items, unless:

- you already have a copy of the item on loan;
- you already have a request on a copy of the item;
- your borrowing privileges have been suspended for some reason (e.g. you are no longer enrolled, you have \$10 or more in overdue item fees on your Library record or a lost item, which restrict you from borrowing)

To reserve an item, you may either visit the GBCA Library in person, call the Library staff on +61 3 9326 9677, email the Library on Library@gbca.edu.au or search the online Library Catalogue on the GBCA website <http://gbca.edu.au/>.

Before you can reserve the item, you need to search for it. In the Search box at the bottom of the Library Catalogue page, enter your search term eg. 'management'. Select OK to search for all the items the Library has in their collection on this search term.

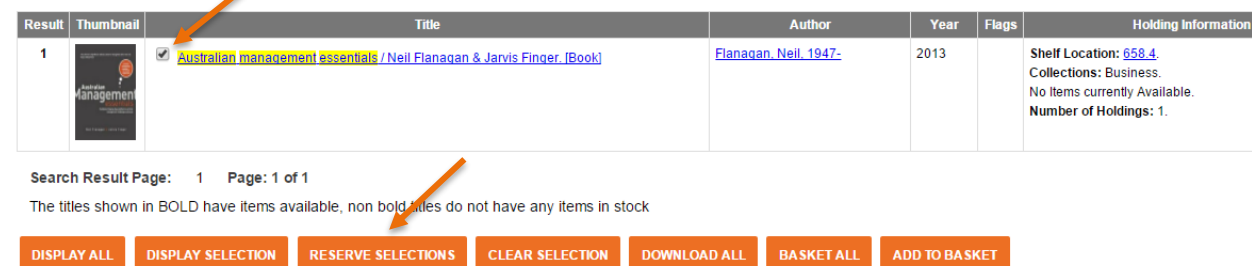


The screenshot shows the GBCA Library Catalogue homepage. At the top, there is a navigation bar with links for SEARCH, NEW ITEMS LIST, MEMBER LOGIN, and LIBRARY HOME PAGE. Below this is a carousel of book covers with the following titles and authors:


- Organizational behavior : securing competitive advantage /ã. John A. Wagner III &ã. John R. Hollenbeck.
- Organisational behaviour : core concepts and applications /ã. Jack Wood, Rachid Zeffane, Michele Fromholtz, Retha Wiesner, Rachel Morrison,
- Level three leadership : getting below the surface /ã. James G. Clawson.: Leadership
- Management accounting : information for creating and managing value /ã. Kim Langfield-Smith, Helen Thorne, David Smith, Ronald Hilton.

Below the carousel is a search interface with tabs for TITLE SEARCH, AUTHOR SEARCH, SUBJECT SEARCH, and ADVANCED SEARCH. The search bar contains the text "management". There are buttons for OK and CLEAR, and a dropdown menu for Index set to "Anyword".

When you find the item, you would like to reserve, select the tick box next to the title and then select RESERVE SELECTIONS.



The screenshot shows the search results page for the query "management". The results are displayed in a table with the following columns: Result, Thumbnail, Title, Author, Year, Flags, and Holding Information.

Result	Thumbnail	Title	Author	Year	Flags	Holding Information
1		<input checked="" type="checkbox"/> Australian management essentials / Neil Flanagan & Jarvis Finger. [Book]	Flanagan, Neil. 1947-	2013		Shelf Location: 658.4. Collections: Business. No Items currently Available. Number of Holdings: 1.

Below the table, there is a message: "Search Result Page: 1 Page: 1 of 1" and "The titles shown in BOLD have items available, non bold titles do not have any items in stock". At the bottom, there are several buttons: DISPLAY ALL, DISPLAY SELECTION, RESERVE SELECTIONS, CLEAR SELECTION, DOWNLOAD ALL, BASKET ALL, and ADD TO BASKET.

If you are not already logged in, you will be asked to log in.

GBCA LIBRARY CATALOGUE SEARCH NEW ITEMS LIST MEMBER LOGIN LIBRARY HOME PAGE

Member Login

Students
Please enter your Member Number (on your Student Card) and your Password (date of birth DDDMMYYYY).

Staff
Please enter your Member Number (your name, up to 20 characters eg. SELENASONG for Selena Song) and your Password (date of birth DDDMMYYYY).

[Forgotten your password?](#)

Member Number:

Password:

LOGIN **EXIT**

A confirmation screen with the relevant details appears. If all is correct, select PROCEED.

GBCA LIBRARY CATALOGUE

A Request for Reservation will be made for Member: **612075**

Your home Branch is: **QUEEN**

Pickup From Location: **QUEEN** ▼

Reservation expires by Date: **15 Oct 2017**

Notify by: **Email**

Reservation Note:

Reservations List

#	Title	Reservation Status
1	Australian management essentials /	

PROCEED

You will receive a confirmation message to let you know that your reservation has been placed. Your reservation will expire in twelve weeks. If you would still like your item to be reserved after that time you will need to reserve it again.

GBCA LIBRARY CATALOGUE

Reservation Confirmation

RSN	Title	Reservation Status	Notes
2	Australian management essentials /	Your Reservation has Been Placed	This reserve will expire on 15 Oct 2017

BACK TO CATALOGUE

When a requested item is available to borrow, you will be notified by email. You should collect the item within the 7 day (business days) hold period otherwise, the hold expires. If you are unable to collect your item within this time, please contact the Library.

Reserves / Holds	Hold Items	Pick-up Period
Student	3	7 days
Staff	3	7 days
Teachers	8	7 days
Short Loan 3 Day Loans	3	7 days
Short Loan 7 Day Loans	3	7 days