

## Placing a postal book loan request

Please be aware there is a £4.00 charge per item. You can request 1 book at a time via the form on the [online store](#)

- 1) Click on Add to Basket button. If you click on the Read More you will see the more detailed information.

### Library Postal Charge



£4.00

- 1 +

Add to Basket

#### Description

The charge per book is £4.

Please select 'add to basket' followed by 'proceed to basket'.

'Proceed to checkout'

\*Please note you are limited to 1 request at a time. If you want more than 1 book you will need to complete the process again separately.

#### Detailed Description

- Please select 'add to basket' followed by 'proceed to basket'.
- On the following screen click 'Proceed to checkout'.
- You will now be asked to log in to the Online Store, if you have not used the Online Store before you can either use guest checkout or create a new log in (it should take 2 minutes to create a log in)
- Complete the short questionnaire
- Select your billing address & then enter your card details.
- Once you complete these payment steps you will need to add the book details and there will be a link to the library catalogue OneSearch to help you do this.

2. Click the pop-up box that appears and Proceed to Checkout.

## Shopping Basket

Clear Basket

Continue Shopping

Proceed to Checkout »

Item	Quantity	Unit Price	Total Cost
<b>Product Catalogue</b>			
Library Postal Charge	- 1 + Remove	£4.00	£4.00
<b>Total Before VAT</b>			£4.00
<b>VAT</b>			£0.00
<b>Total</b>			£4.00

Continue Shopping

Proceed to Checkout »

3. You will then be asked to log onto the Online Store, there is a Guest login option if you would prefer to use that

### Login / Register

#### New Customer

Enter your email address and either register as a new customer to store your details for future visits or continue as a guest to proceed without creating an account.

Email Address \*

4. If you choose the Guest option, complete your details & click Update

### Checkout - Order Details

#### Your Details

Title \*

First Name \*

Last Name \*

Contact Telephone Number \*

Company / Organisation

Student Number

5. Complete form with your details including the delivery address for the book and the book details from the library catalogue, [OneSearch](#). Click Continue

#### Library Postal Charge

Please note the information below will be emailed to you and the library services team.  
Please follow this link to the library catalogue [OneSearch](#) and copy the details of the book you require into the fields below.  
\*Please note fields containing an asterisk (\*) alongside them are mandatory questions.

Enter your Student ID number: \*

Title and author of the book \*  
requested:

Please enter the edition:

Please enter the shelfmark \*  
reference (eg 371.97SHE):

Enter the delivery address: \*

6. You will be asked to Select Billing Address - click Add New Address and complete details in the Address form

Select Billing Address Add New Address »

Add Billing Address Back

Address Name (e.g Home or Work) \*

This will be used as a title to describe your saved address when you return.

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Country \*

Please enter Postcode \*

House / Flat No

? Find Address »

? Enter your address manually

Click Add Billing Address

Add Billing Address Back

Address Name (e.g Home or Work) \*

This will be used as a title to describe your saved address when you return.

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Find address by using your postcode

Country \*

Address 1 \*

Address 2

Town / City \*

County / State

Postcode \*

Contact Number

? Add Billing Address »

7. You will be asked to enter your payment details, then click on Continue

Card Type \*   Mastercard

  Visa

  Visa Debit

  Visa Electron

  Maestro (Switch)

 Cardholder Name \*

 Card Number \*

 Card Security Code \*

Expiry Date \*

Start Date

**Order amount: £4.00 . You will be able to review your order on the next screen.**

**Continue »**

You can review your order, once satisfied it is correct, submit your order.

You will receive a confirmation order via email.