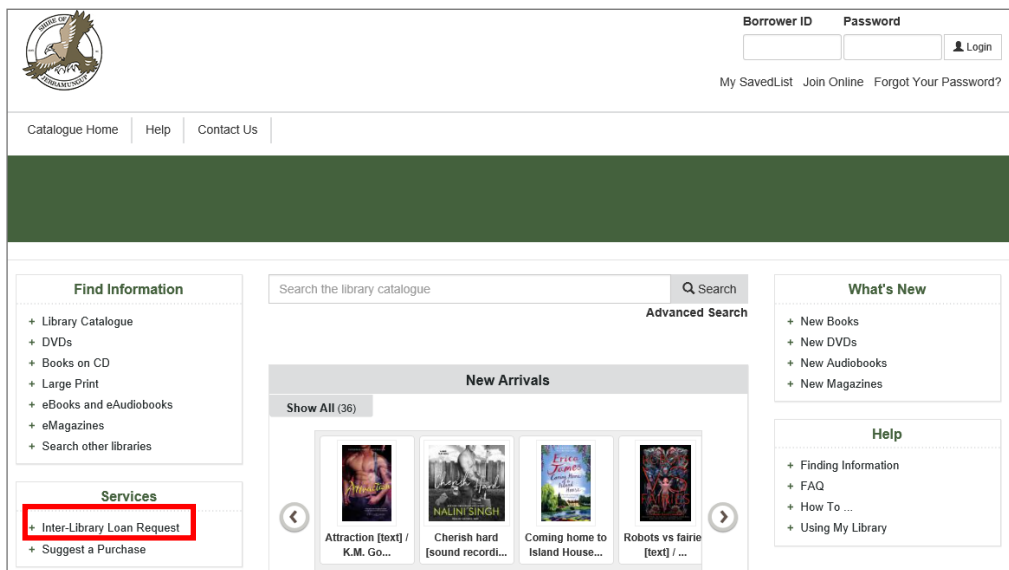


How to

Submit an Inter - Library Loan request

1. From the Catalogue home page, select Inter-Library Loan Request.



The screenshot shows the library's homepage with a navigation menu. Under the 'Services' section, 'Inter-Library Loan Request' is highlighted with a red box. Other services include 'Suggest a Purchase', 'Library Catalogue', 'DVDs', 'Books on CD', 'Large Print', 'eBooks and eAudiobooks', and 'eMagazines'.

2. Enter in your **Borrower ID** (card number) and **Password** (default "6337") and click **OK**.



The login form contains two input fields: '*Borrower ID:' and '*Password:'. Below the fields is a 'Login' button. A yellow tip box states: 'Tip: Your Borrower ID is the barcode from your library card, and the default password is "6330".' At the bottom, there are links for 'Join Online' and 'Forgot Your Password?'.

3. Fill out the **Request form**. The minimum details required are; Title, Author, Format, Last Date Required and Pickup Location.

4. Click **Place Request** to submit your request.

5. The Library will contact you when/if your request is supplied

How to

Log into your Library Account

<https://jerramungup.spydus.com>

1. Enter in your **Borrower ID** (card number) and **Password** (default "6337") and click **Login**.



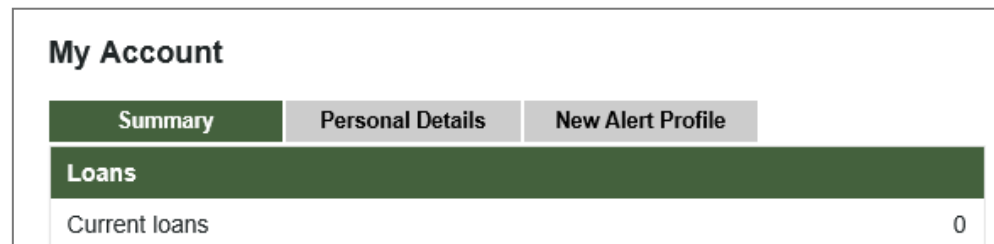
The screenshot shows the login page with 'Borrower ID' and 'Password' input fields, a 'Login' button, and links for 'My SavedList', 'Join Online', and 'Forgot Your Password?'. Navigation links for 'Catalogue Home', 'Help', and 'Contact Us' are also visible.

2. Click on **My Account**



The screenshot shows the user's account page with navigation links for 'Catalogue Home', 'Help', and 'Contact Us'. In the top right corner, there are links for 'My SavedLists', 'My Account' (highlighted with a red box), and 'Logout'.

3. Your Library account details will display including Loans, Reservations, History and Personal Details.

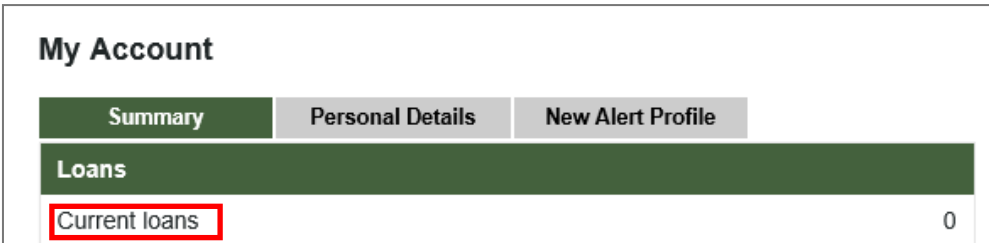


The screenshot shows the 'My Account' page with three tabs: 'Summary', 'Personal Details', and 'New Alert Profile'. The 'Loans' section is highlighted, showing 'Current loans' with a count of '0'.

How to

Renew your loans.

1. Login to your Library Account from the website or the link provided in a Reminder email.
2. From the **My Account** page, select **Current Loans**.



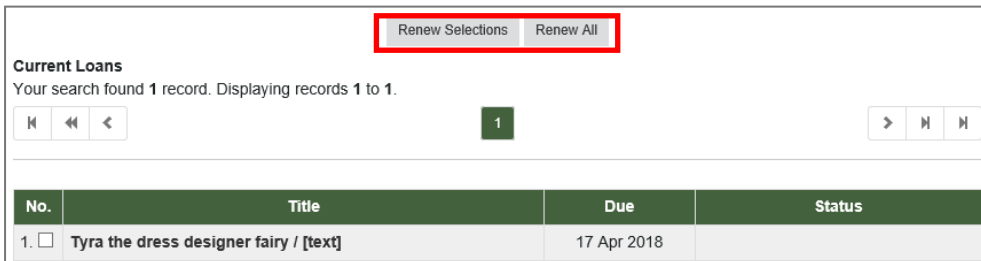
My Account

Summary Personal Details New Alert Profile

Loans

Current loans 0

3. Click **Renew All** to request a renewal for all items on loan, or, click the checkbox next to individual items and click **Renew Selections**.



Renew Selections Renew All

Current Loans
Your search found 1 record. Displaying records 1 to 1.


No.	Title	Due	Status
1. <input type="checkbox"/>	Tyra the dress designer fairy / [text]	17 Apr 2018	

4. The page will refresh and the Due Date will be updated. If a loan cannot be renewed, a reason will be provided in the Status field.

How to

Reserve an item.

1. Search for a keyword, title or author on the Library online catalogue.



cats x Q Search Advanced Search

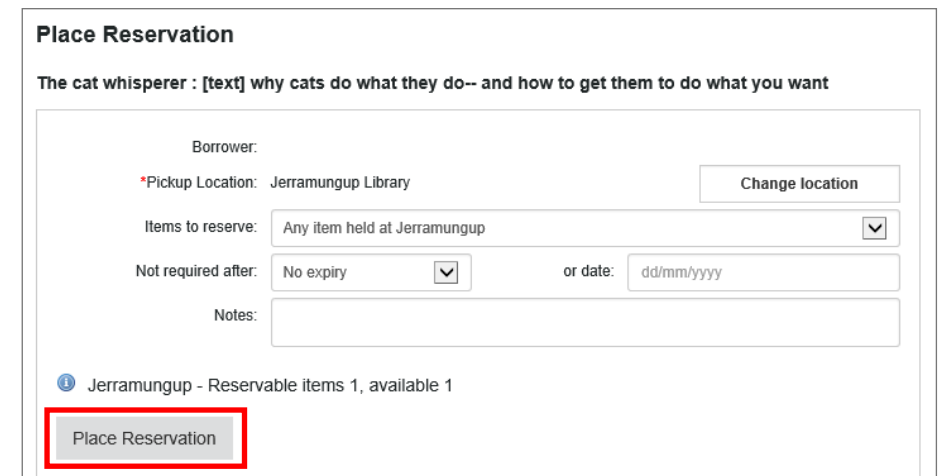
2. Select the item you wish to reserve by clicking on the title.
3. Click on **Place Reservation**.



Place Reservation Save Record

Anywhere: cats (Keywords)
Record 1 of 115

4. Enter in your **Borrower ID** (card number) and **Password** (default "6337") if you are not yet logged in. Select a **Pickup Location**.
5. Click on **Place Reservation**.



Place Reservation

The cat whisperer : [text] why cats do what they do-- and how to get them to do what you want

Borrower:
*Pickup Location: Jerramungup Library Change location

Items to reserve: Any item held at Jerramungup

Not required after: No expiry or date: dd/mm/yyyy

Notes:

Jerramungup - Reservable items 1, available 1

Place Reservation