

Click and Collect

September 2020



New Regulations

- Face coverings must be worn at all times in the Library and Library IT Centre.
- Students will no longer be able to browse the shelves in the Library.
- The Group study rooms in the Library are no longer in use.



Go to Canvas

 To use the Click and Collect service click on the Heritage button in the Welcome to the Library tile on Canvas



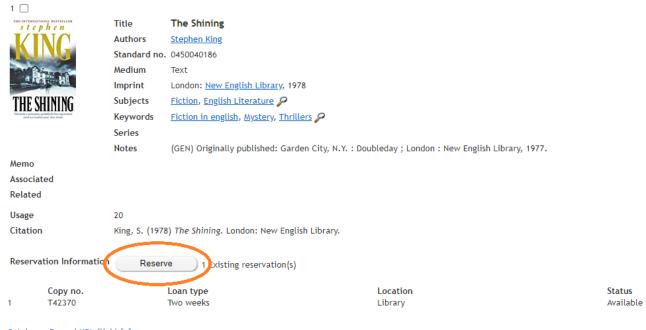
Heritage

Click and Collect



Click and Collect

- To borrow items you will now have to reserve them online from our Heritage catalogue.
- When you have reserved an item, we will email you when it is ready for collection.



Catalogue Record URL (link) [+]



Collection

 Pick up your items from the shelves near the printer in the Library. They will be in a paper bag which will have your name on it.





Book Returns

- To return your loans, please drop them in the book returns box.
- This is now located by the stairs on the ground floor of GH.
- This will be emptied each morning. If you were at your maximum loan allowance, please wait at least approx. 4 days to reserve more books.
- The Library kiosk is currently not in operation.





If you have any issues please contact:

Library

learningcentre@asfc.ac.uk