How to request a book from the library

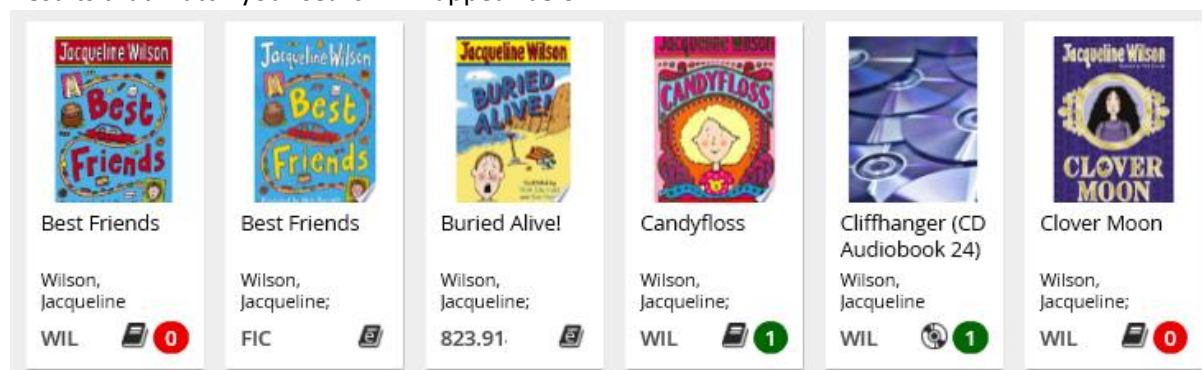1. On the LP homepage, click on the "Accessit Library" icon.

2. You will then see the Accessit homepage, here you can search the entire library! You should automatically be signed in and your name should appear in the top right corner. If this doesn't happen, click on "Guest" in the top right corner, then click the blue "log in via SSO" button. Your name should then appear.

3. To search for a book, type the title, author, genre or subject into the search bar at the top of the page and press enter.

4. Results that match your search will appear below.

5. If a book has this symbol underneath, it is an eBook. This means you can borrow it to read electronically, for example on a phone, tablet or computer.
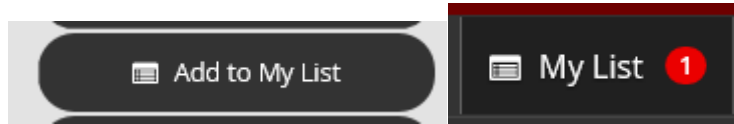

6. To borrow an eBook, click on the image of the book, then click "borrow eBook" You can also borrow eBook via the app, please see the separate instruction sheet on how to do so.
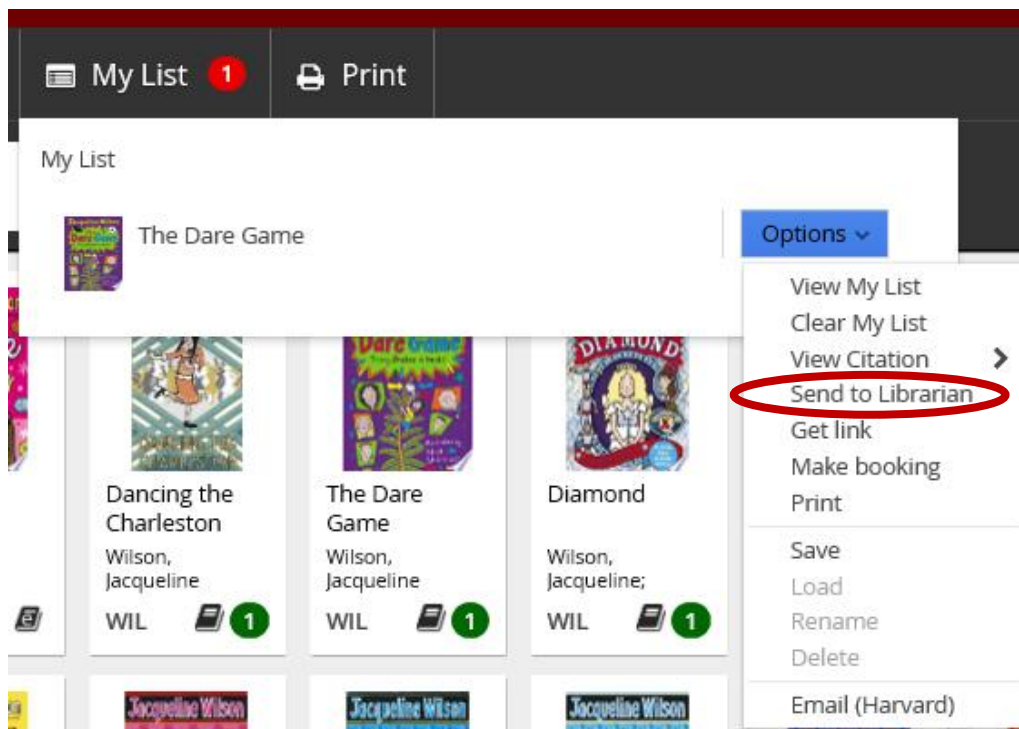

7. If a book has this symbol underneath, it is a physical book. You can borrow these from the library by request

8. To request a book from the library, click on the book image. Then, click "add to my list" on the left side. Close the window, then click on "my list" near the top of the page.

9. Click "options" next to the book you want to request, then click "send to librarian".

10. Here you can add a message, to say you would like to borrow the book, then click "submit". We will deliver the book to you in class.