Using library lending services

2015/16 edition

How do I find the books I need?
You can use The University of Nottingham Ningbo Library Online Catalogue (UNNCLOC), either in the library or from any PC.
Visit: http://aleph.nottingham.edu.cn to find out where your book is located and if it is available.

How do I borrow an item?

Self-service Borrowing:
• Bring with your University Unique ID Card
• Follow the onscreen instructions
• Ask staff if you need help
• Always check the date and time on your receipt

Staff-service Borrowing:
For some types of materials that are not loanable on self-service machines, such as reserved items, audio-visual materials, laptops, inter-library loan, you need to go to lending desks.

How do I check my loans and other activity on my account?
• Log in to UNNCLOC and click on the User link at the top of the screen.
• Log in to NUsearch and sign in to My Account.

How do I keep my user account secure?
Do not lend your University Unique ID Card to anyone or allow anyone access to it. Change your Library PIN from the default and keep it secure. Your PIN must consist of four numeric digits.
Always make sure you have closed your account before walking away from PC.
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How do I return items?

**Ordinary loans**

You may return your ordinary loan items to the Library in the following ways:
• at self-service machines
• at 24H Book Return, which works 24/7

**Short loans**

Audio-visual materials and short loan books should be returned
• at the lending desk of AB105
• at enquiry desk on the library 2nd floor
Remember - Please do **NOT** return them on self-service machines or 24H Book Return

How do I reserve an item on loan?

If the ordinary loan items you want is not on the shelf you can reserve it using [UNNCLOC](#) or [NUsearch-UNNC](#). Reservations usually take at least seven days to become available.

You will receive an email to inform you when the book is available and you need to collect it from the lending desk within seven days.

What if one of my loans is requested?

We will send you a message giving you a new return date and you must return the item by that date. This also applies during most vacations. Please check your University emails regularly.