
2. Click on “Reservation” tab on the left side of the “My Library” page.

3. Select the item(s) for which you want to cancel the reservation, and click “Cancel”.

How do I keep in touch and find out more?

VISIT US:
Library Homepage
http://lib.xjtlu.edu.cn

ASK US:
Lib-Answers
http://libanswers.lib.xjtlu.edu.cn

FOLLOW US:
Library Wechat
XJTLU_Library

LIKE US:
Library Weibo
@西交利物浦大学图书馆
If all copies of the item you want to borrow are on loan, then you can use the Reservation Function in the Library Catalogue System to reserve the book. When you reserve a copy, you will be able to collect the first available copy of that item when it is returned to the library. The current user of the item will receive an email stating that the book has been reserved by another user. However, the current user of the book is not required to bring the book back to the Library until the due date. A notification will be sent to the person who made the reservation when the book being requested has been returned. Please go to the Library Circulation Desk to check it out within 3 days, otherwise the reservation will be automatically cancelled. The reservation quota for each staff or student is 8.

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**HOW TO RESERVE AN ITEM IN THE LIBRARY CATALOGUE SYSTEM**

**如何在图书馆检索系统中预约图书**

1. Login to the Library Catalogue System at https://opac.xjtlu.edu.cn using your university username and password.

使用学校用户名和密码登陆图书馆在线图书检索系统https://opac.xjtlu.edu.cn。

2. Click on “Search” tab and search the item by title, author, call number or ISBN, etc.

点击“搜索”页面，在搜索栏中通过书名、作者、索书号或ISBN等查找图书。

3. Click on your desired item in the search results page to check its detailed information.

在搜索结果页面点击相关的图书链接，查看该图书的详细信息。

4. Click on “Reservation” tab at the bottom of the detail page of the record.

在该图书的详细记录页的下方，点击“预约”栏。

5. Select the reservation record and click on “Submit” button.

选择执行预约，并点击“提交”。

6. The message "Reserved successfully! You can check reservation record via 'My Library'." will be displayed if the request is successful.

若预约成功，系统会自动弹出“预约成功！您可以通过‘我的图书馆’查看预约记录”的提示。

**RESERVATION WILL NOT BE PLACED IF:**

如出现以下情况预约将不会成功：

- The item is NOT on loan. 该项目未被借出。
- The item has already been checked out by you. 该项目已被您借出。
- The item is a non-circulating item such as past exam papers. 该项目为不可外借项目，例如过去试卷。
- You have already reached your reservation quota limit (8 items). 您已经用完您的预约限额（8次）。

RESERVATION WILL NOT BE PLACED IF: