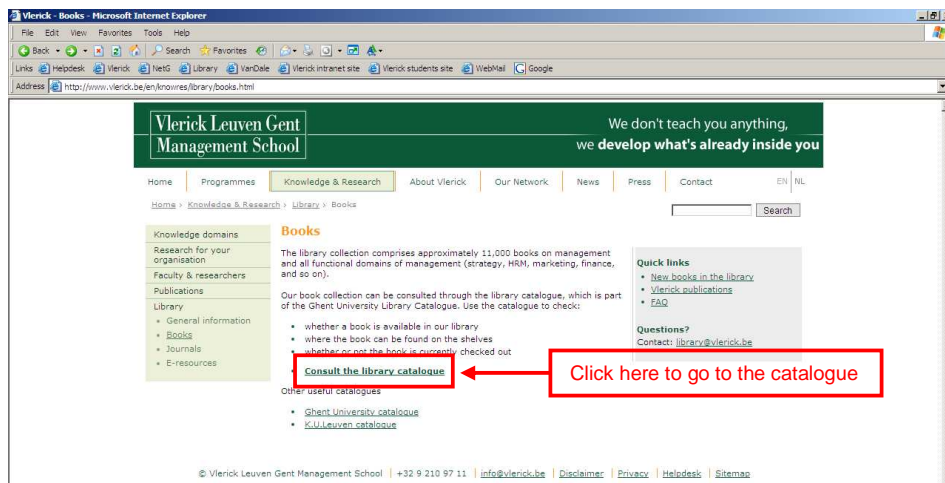


# Vlerick Library Quickguide

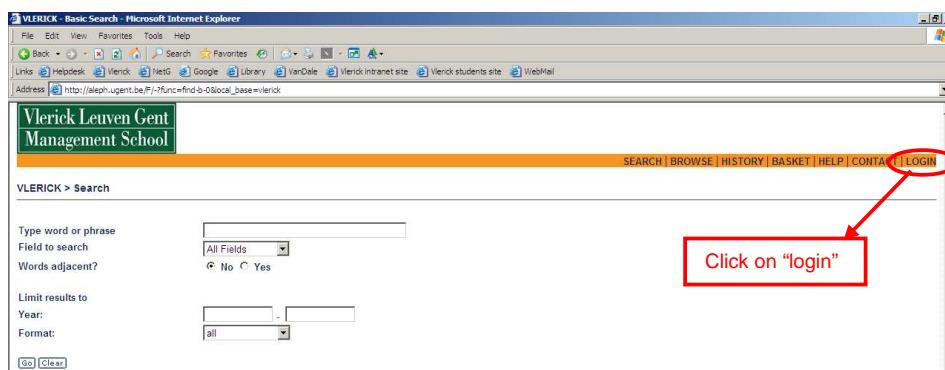
## Renewing and requesting your books online

### 1. RENEW YOUR BOOKS ONLINE

**Step 1:** Go to the library catalogue: <http://www.vlerick.be/en/knowres/library/books.html>



**Step 2:** When the catalogue opens up...



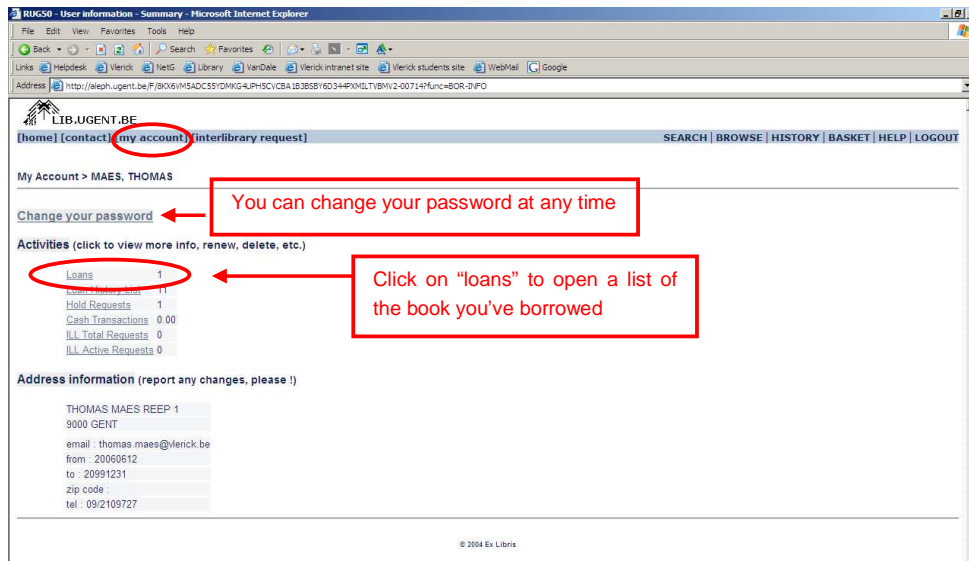
**Step 3:** Login with your user name and password.

VLERICK > Please identify yourself:

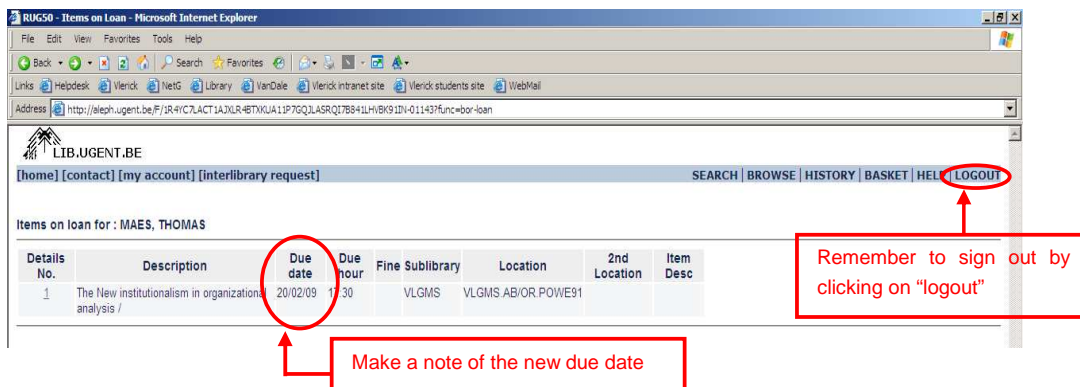
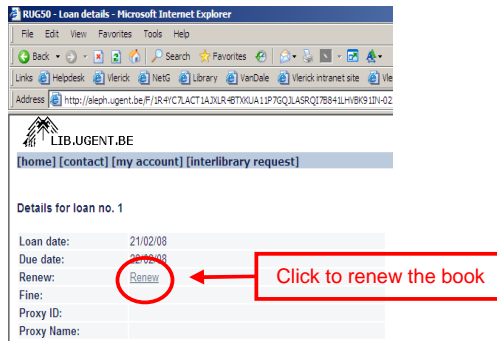
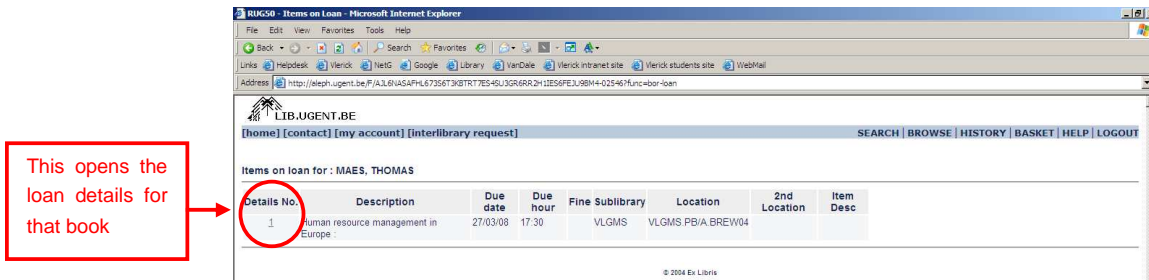
User ID:

Password:  [don't know ? forgotten ?](#)

**Step 4:** Click on “my account” to get an overview of your loans, your loan history, your hold requests and your contact details.

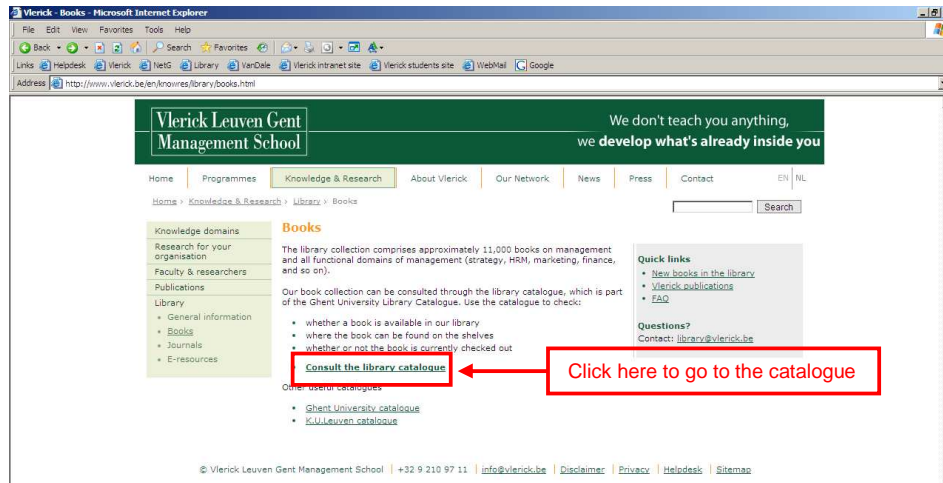


**Step 5:** Renew a specific book by clicking on its number in the list

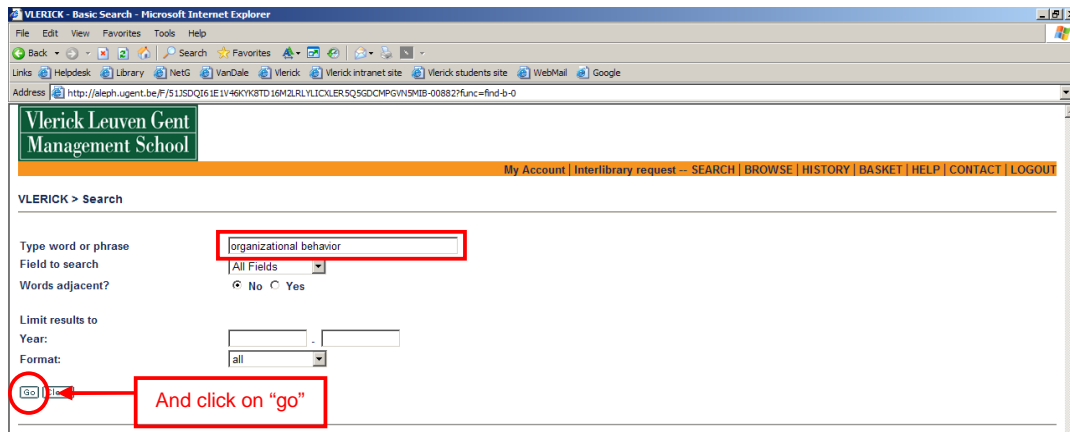


## 2. REQUEST A BOOK ONLINE (you can only request books that are “on loan”)

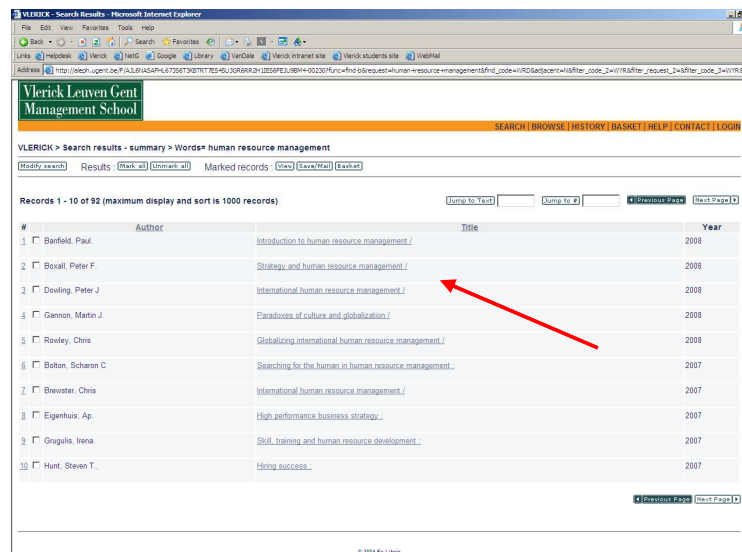
Step 1: Go to the library catalogue: <http://www.vlerick.be/en/knowres/library/books.html>



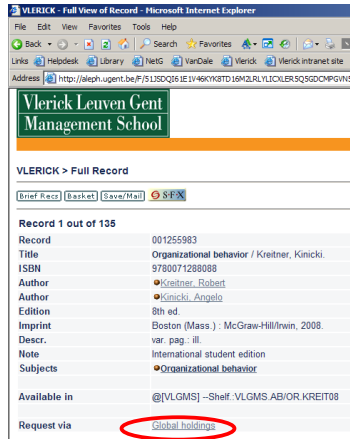
Step 2: Search for the book you need



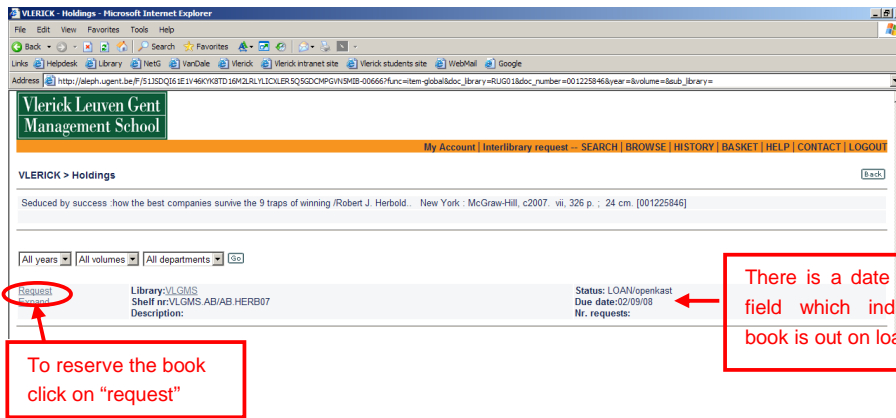
Step 3: Select the book of your choice by clicking on the title



**Step 4:** Click on “global holdings” to see if the book is on the shelf or out on loan

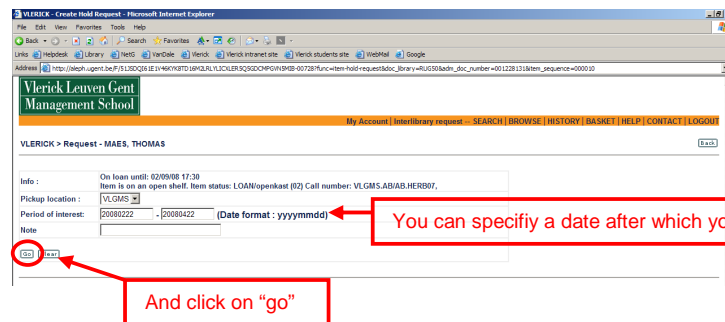


**Step 5:** The holding page opens up



**Step 6:** Login with your user name and password

**Step 7:** Hold request screen



**Step 8:** When the book becomes available, you will receive an email telling you to come and collect the book.

*The Librarian and Assistant-Librarians are here to help you!*  
*library@vlerick.be - 09/210 97 27*