Only items on standard loan which are on loan to another user can be reserved. Students and members can reserve two standard loan items at a time. Staff and research members can reserve up to ten items at a time. If you want to reserve an item you need to be logged into Heritage. To login, simply type the four-digit number on your library card into the box under “reader code.”

Search for the item you want, which is currently on loan.
Click on the **book title** to get into its **detailed record**.

Click on the **box** and the **“reserve” button**.

It should show the following **message** and in the top right hand corner it should say you have **1 reserved item**.

Click on **“continue.”** You will have completed making a reservation. Remember to **logout** when you are finished.
You will be **emailed when a reserved item comes for you**. Make sure the library have the correct contact details for you. Your **reserved item** can be **collected from the issue desk** in the **Gamble Library during normal working hours**. A **reserved item** is held behind the desk for **two weeks**.

**Library staff can** also **reserve an item for you**. Ask them about this.

**If you have an item which has been reserved** by another library user you **will be emailed requesting that you return it**. Please **return it as soon as possible**. Please consider others.

*The Gamble Library vision - Every member equipped with the resources and information literacy they need to support teaching, learning, research or personal and professional development, within the context of the Union Theological College’s vision, mission and ethos.*