Place a reservation
Study Guide

Go to the library website on the internet: library.tafesa.edu.au

Type the title - or author and/or keywords - in the search box:

Click on the title of the book you require from the list:

The full record for this book will appear.
If you scroll down the screen you will see all the campuses that have this book (holdings).
- If there is a copy available at your nearest campus you can visit them and borrow it in person. You could reserve this copy to make sure it is there for you.
- If all the copies are already on loan, click the **Place Reservation** box.
- If there isn’t a copy at your closest TAFE SA library, you should place a reservation.

**For external students:** if there is no TAFE SA library near you, place a reservation and use the notes field to request the item is sent to your home address. To speak with a library staff member, please check the library website *[library.tafesa.edu.au](http://library.tafesa.edu.au)* under **Locations and hours** for a list of campuses, or contact Adelaide TAFE SA library, ph 8207 8431, email *librarian.adelaide@tafesa.edu.au*

**Place a reservation**
If you have not already logged in, enter your student ID as your Borrower ID. Your password is the last 4 digits of your student ID. Click OK.

- **Pick-up library**
  On the next screen a pick-up location will have been entered for you. If this is incorrect, use the **Change pickup location** link to select the campus you want to collect it from.

- **Select copy (Items to reserve):** generally leave this as **Any item held at TAFE SA**.
  
  You do not need to fill in the remaining lines unless you have special information you want to add.

- **Click on Place reservation.**
  
  You will see a confirmation screen showing the reservation has been made.

Your reservation will be actioned by the first campus to see the request. You will receive notification to your TAFE email or via sms to your phone when the item is ready to collect.

**Please note:**
- It is Library policy to use our courier system where possible. We send items via Australia Post for those students who live in areas not serviced by a TAFE SA Library or campus.
- Items (that are available on the catalogue) take a minimum of three days to travel between campuses and can take over a week to regional campuses in our courier system.
- Australia Post can take up to 10 days to deliver, especially to remote areas.
- Students are responsible for returning items. Items can be taken to any TAFE SA Library or campus - excluding Gawler - at no charge. Students are responsible for the cost if they return items by Australia Post.