

Library catalogue guide

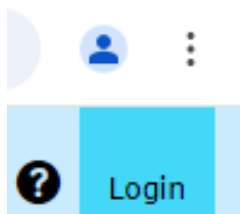
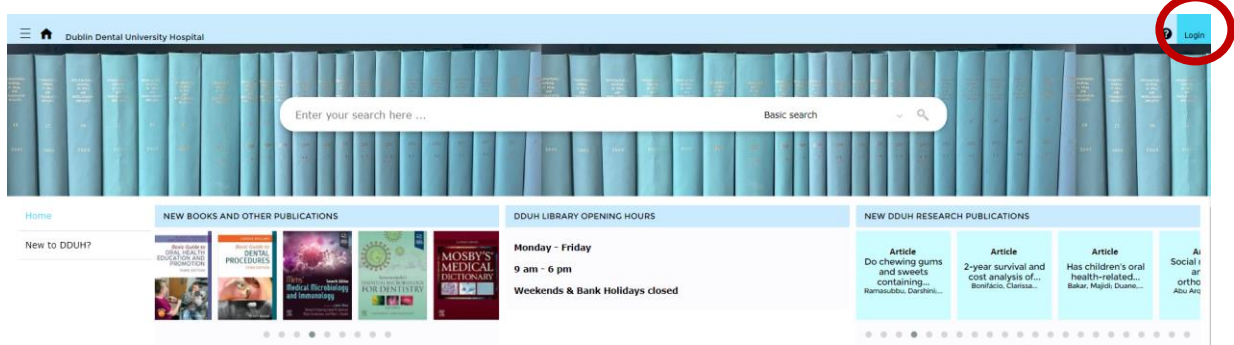
Renew and Reserve

Access from the Library website <http://www.dentalhospital.ie/education/library/>
To check your loans, renew or reserve books you need to login.

You will be prompted for your Athens login to access e-books and e-journals where necessary.

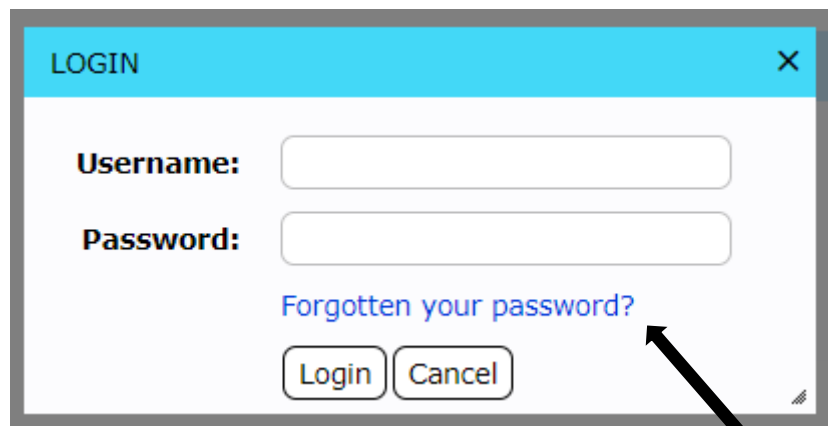
Login to your library account

This will allow you to check your loans, renew loans or reserve books



Login to your account by selecting the “Login” button on the top right-hand corner of the screen.

You will then be asked for your username and password.



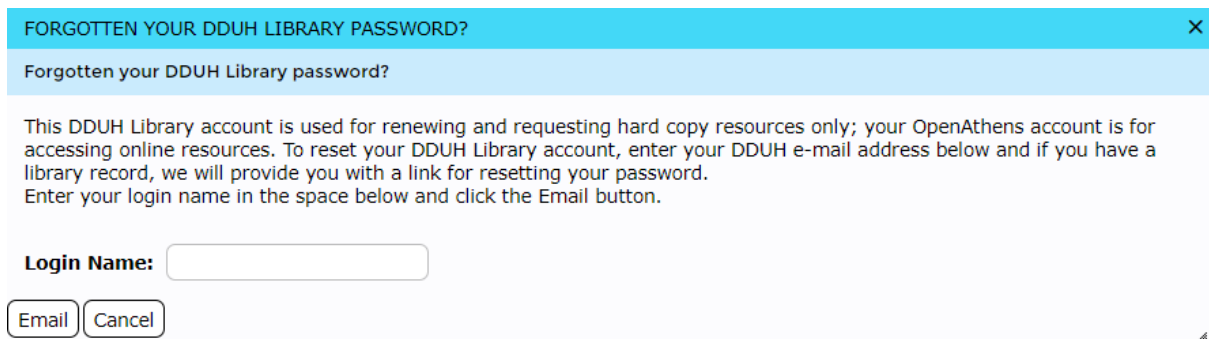
LOGIN

Username:

Password:

[Forgotten your password?](#)

If you do not know your login details, select the **forgotten password** option.



FORGOTTEN YOUR DDUH LIBRARY PASSWORD?

Forgotten your DDUH Library password?

This DDUH Library account is used for renewing and requesting hard copy resources only; your OpenAthens account is for accessing online resources. To reset your DDUH Library account, enter your DDUH e-mail address below and if you have a library record, we will provide you with a link for resetting your password. Enter your login name in the space below and click the Email button.

Login Name:

Your **login name** is your **DDUH e-mail address**. An e-mail will be sent to you with a link allowing you to create your own password.

Once you have logged in, select the symbol in the top left-hand corner

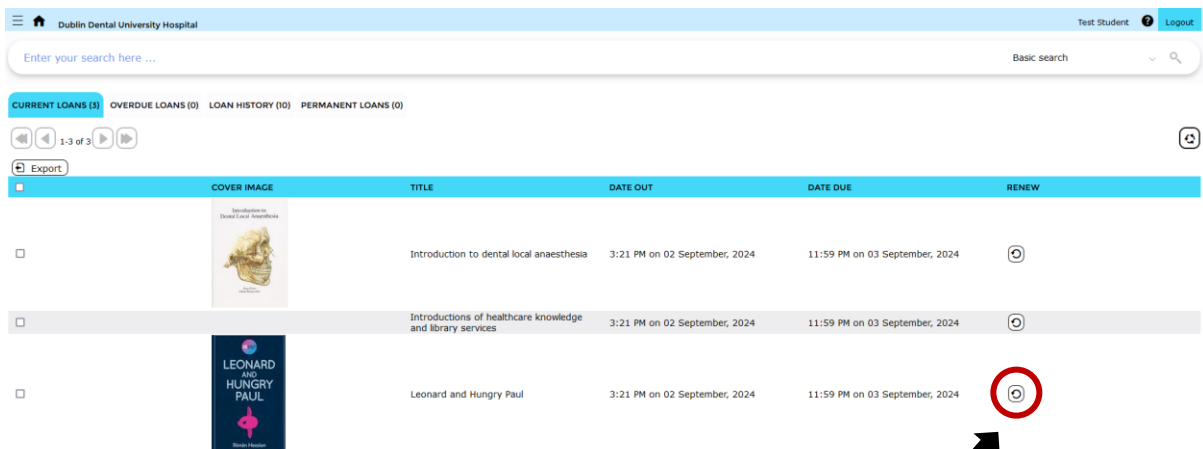




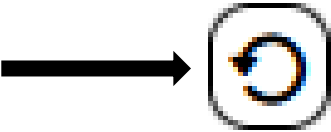
If you select “My Portal”, it will display a summary of your account, including your **loans** and **requests**. To see details, select an option.

Renew your library loans

You will be unable to renew an item if you have reached your renewal limit



You may renew books individually by selecting this icon displayed next to your chosen book



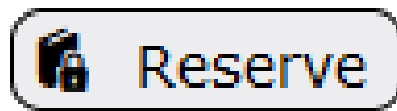
You may also choose to renew all books by selecting this icon on the top right-hand side



Reserve books on loan to someone else

When all loanable copies are out to other borrowers, you can reserve a copy for yourself. Books on extended loans will be requested back early if you reserve them.

1. Search for the book in the catalogue and click on the title
2. Click the Reserve button.



3. Once you have selected "Reserve", click the save icon



When a reserved item is returned to the Library, you will automatically receive an e-mail. The item will be held for 3 days for you. If not collected, it will go to the next person who reserved it or back onto the shelves.

4. The screen will then return to My Portal Summary/Reservations. If there are any reservations you no longer need, you can remove them here.

TITLE	CLASSIFICATION	COPY	COPY ID	DUE DATES	POSITION	DEFERRED UNTIL	ACTION
Introductions of healthcare knowledge and library services	Library Desk	First Available		3 September, 2024	1 of 1		