

Renewing Your Library Books

The Library catalogue can be accessed any where any time - at work, at home, or on the go.

Go to the following website: <http://lancsteachinghospitals.nhslibraries.com/>

HERITAGE ONLINE



Heritage Online

Welcome to our Online Catalogue

To start browsing our library catalogue please click on the button below

Enter Library

Click here to access the catalogue

Logging Into the Library Catalogue

To **renew** your Library books, you need to log into the Library catalogue. For this, you need two things:

- 1 **A Reader Code** - This can be found below the barcode on the back of your ID badge. Please note: you need to be a **member of the Library** to get your unique **Reader Code**.
- 2 **A 4-digit PIN number** - This needs to be set up by Library staff. To do this email the library library@lthtr.nhs.uk

At the top right of the catalogue enter your **Reader Code** and **PIN number** and click 'Login'.

When you have logged in, the catalogue will return to the **search page**.

If you have logged in successfully **your name** will appear in the right-hand corner of the page under '**Account Information**'.

You will also see **details about your account** - no. of loans you currently have, no. of reservations, and any fines.

Please log in

Reader code

RC01409

PIN

••••

Login

Enter your **Reader Code** and **PIN number** to login to your Library account.

Account information

[Amy Belch](#) | [Logout](#)

Loans 8

Reserved 0

Renew a book

Renewing Items

Once logged in, you need to go to your Library account to renew your books. Click on **your name** at the right-hand side of the screen under the heading '**Account Information**'. A new page will appear showing details of your account.

Your Library account will provide a **full list of the items** you have on loan and when they are **due back**. You can also check any reservations you have placed, books you have borrowed in the past.

Account information	
Amy Belch Logout	
Loans	<u>8</u>
Reserved	<u>0</u>

Click on your **name** to access your account.

Click on these tabs to find out about your **current loans, reservations and previous loans**

To renew all items, click '**Select all**' and then '**Renew**'. All items will be renewed for another **4 weeks** (except short-loans which are 2 weeks)

Loans Reserved History Charges Recent

To renew an item, tick the box and then click the "Renew" button

Select All Renew Print

Author	Title	Medium	Due date	Renewal	<input checked="" type="checkbox"/>
N. Gopee	Mentoring and supervision in healthcare	Text	23 Feb 2016	0 of 2	<input type="checkbox"/>
C. Roseveare	Acute medicine: clinical cases uncovered	Text	26 Jan 2016	0 of 2	<input type="checkbox"/>
J. Higgs	Clinical reasoning in the health professions. 3rd.ed.	Text	23 Feb 2016	0 of 2	<input type="checkbox"/>
E. Baker	Prescribing scenarios at a glance: workbook	Text	23 Feb 2016	0 of 2	<input type="checkbox"/>
J. Corne	Chest X-ray made easy. 3rd ed.	Text	23 Feb 2016	0 of 2	<input type="checkbox"/>
G. Douglas	Macleod's clinical examination. 13th ed.	Text	23 Feb 2016	0 of 2	<input type="checkbox"/>
Tim Holt	ABC of diabetes. 6th ed.	Text	23 Feb 2016	0 of 2	<input type="checkbox"/>
E. Crosbie	Key clinical topics in obstetrics and gynaecology	Text	23 Feb 2016	0 of 2	<input type="checkbox"/>

Please note:

- 1) Items **reserved by another user** cannot be renewed.
- 2) Each item can only be **renewed 4 times** via the Library catalogue. However, if you would like to keep the item for longer, please **bring it into the Library for renewal**. If the item has not been reserved by another user, you can borrow it again.

It will tell you how many times you've renewed a book out of a **maximum of 4 renewals**.

To renew an **individual title**, select the one you want to renew by clicking in the box and click '**Renew**'.

If you are experiencing any problems renewing your books please contact the Library:

Tel: 01772 522763 or Email: library@lthtr.nhs.uk