

## How to make a journal article request from the Newsam Library and Archives

To make a journal article request follow the steps outlined below:

1. Go to the [Library Catalogue](#)
2. Login to your Library Account. If you do not have your Library number, please contact the Library Enquiry Desk ([lib.enquiries@ioe.ac.uk](mailto:lib.enquiries@ioe.ac.uk), 020 7612 6080):

- The Login Screen is on the top right-hand corner of the Library Catalogue search screen:

Enter the number under the barcode on your ID card and your four-digit PIN. Click on 'Forgot your PIN' if you do not know your PIN.

The screenshot shows the Institute of Education Library Catalogue interface. At the top right, there is a login section with a text input field labeled 'Lib. no.' and a 'PIN:' label next to another text input field. Below these fields are two buttons: 'Forgot your PIN?' and 'Login'. A red arrow points from the text above to the 'Lib. no.' field. The main content area includes a 'Quick Search' section with radio buttons for 'Keyword', 'Browse', and 'Exact', a search input field, and several search filters. There is also a 'Popular subjects' section with a list of subjects and a 'Library Information' section on the right with various links.

3. Once you have logged in, you will get various options at the top of the screen:

The screenshot shows the top navigation bar of the Institute of Education Library Catalogue. It includes the IOE logo and a navigation menu with links like 'New Search', 'Renew Your Loans', 'Contact Us', 'Interlibrary Loan', 'Postal Request', 'Other Resources', and 'Your Account'. Below this is a secondary navigation bar with links like 'Go Back', 'Help', 'Bookmark this page', 'Permalink', 'Permanent Lists', and 'Logout'. A footer message reads: 'For Inter-Library Loan, Postal Loan and Postal Photocopy requests, enter your library number and PIN and'.

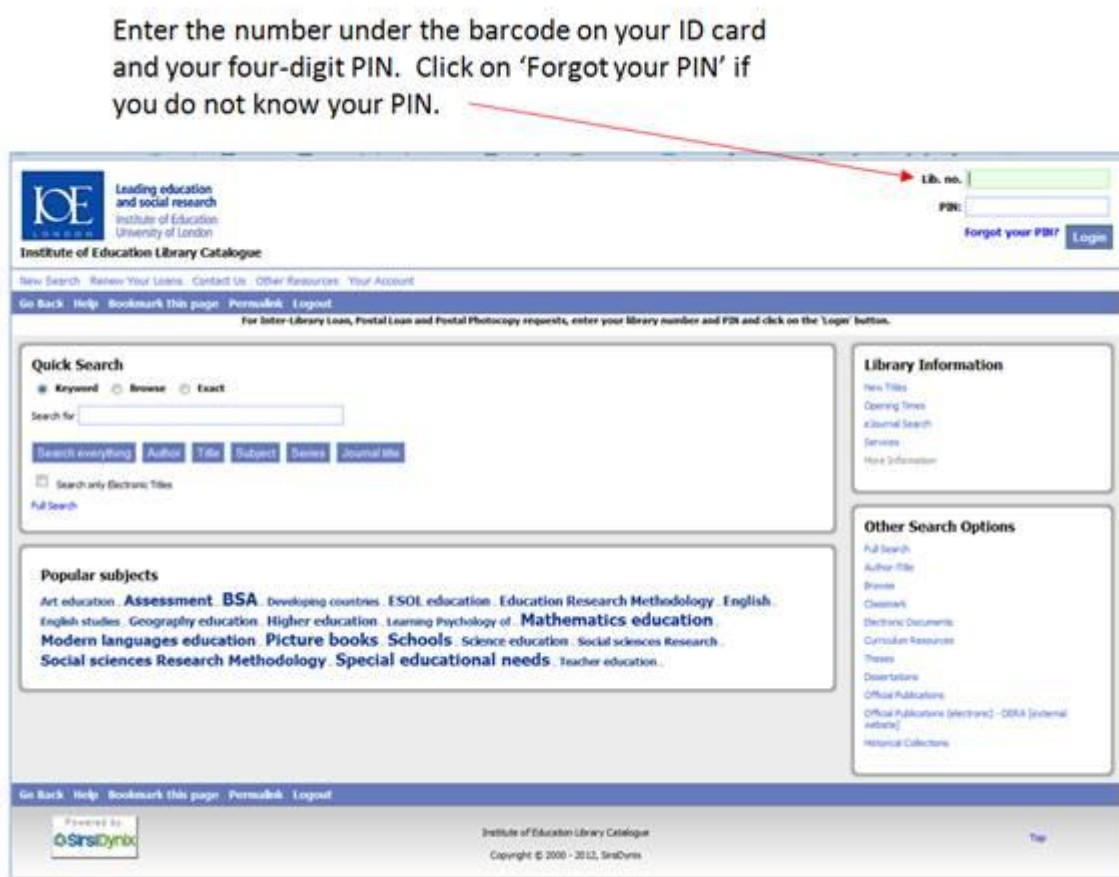
4. Select the **Interlibrary Loan** option. Then choose **ILL Requests for Journal Articles** and fill in the details on the online form. Please note that you will not be charged for these requests.
5. Make sure you accept the **Copyright Declaration form** by changing the 'No' option to 'Yes' to confirm your acceptance.

## How to make a book request from the Newsam Library and Archives

To make a book request follow the steps outlined below:

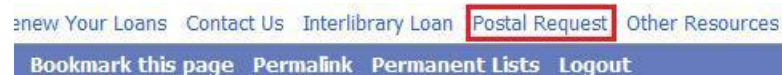
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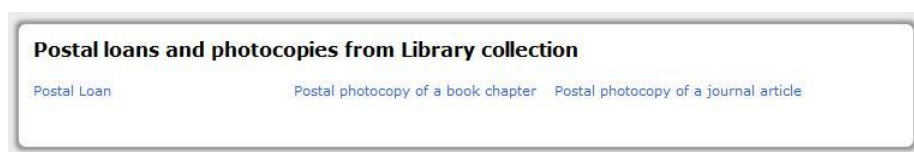


3. Find the book you wish to request in the Library Catalogue and open up that record.

4. Click on the **Postal Request** link on the tool bar:



5. Click on **Postal Loan**:



6. The book details will automatically appear in the Request form. Fill in the date you need the book by, and any other notes you wish us to bear in mind, and then click **Send**.