



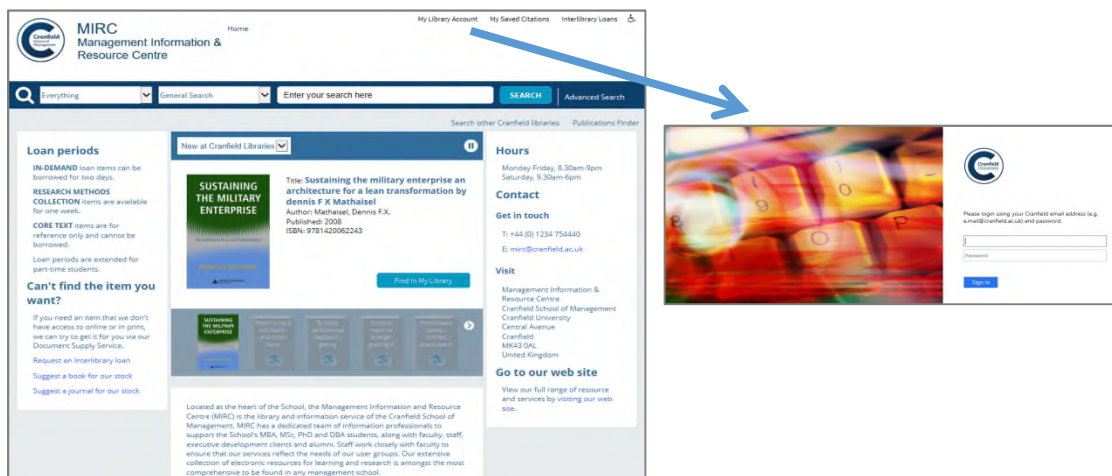
Managing your Library account online

MIRC Update

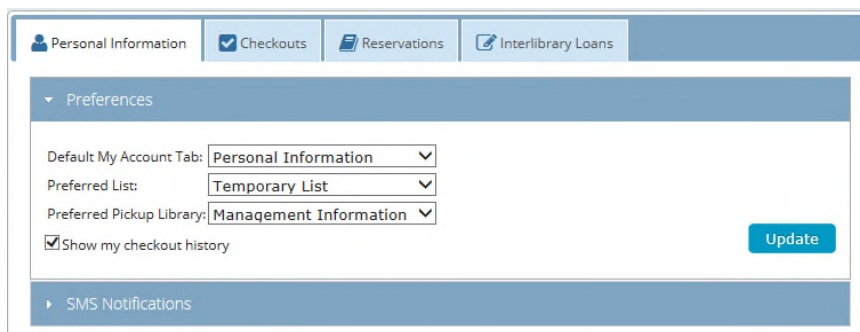
You can login to your Library account on the web via Library Search. This allows you to check which items you have on loan, when they are due for return and to renew your loans if required. You can also place reservations on items you want which are already on loan to other borrower, and opt in to receive a text message when your reservation is ready for you to collect.

Logging in

Open Library Search via the MIRC or University Library web pages – or directly at https://cran.ent.sirsiidynix.net.uk/client/en_GB/mirc/. In the top right corner, click on 'My Library Account' and enter your University network username and password to login.



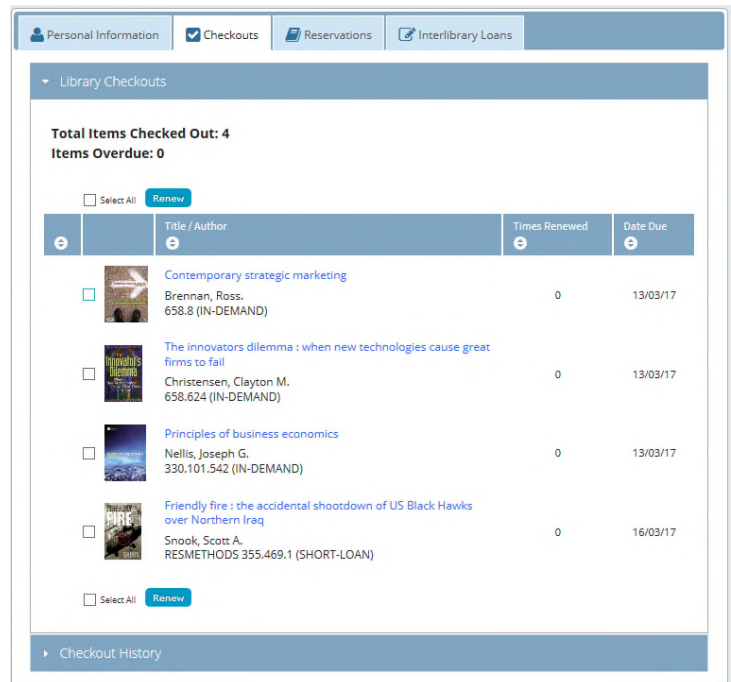
Once you have logged in, your name will be displayed at the top, and a new set of options will be displayed in the middle of the screen.



Renewing items on loan

To extend the loan period on items you have already borrowed, simply click on the 'Checkouts' tab.

- Select the item(s) you would like to keep for longer, and click on 'Renew'. A message will appear on-screen if your renewal has been successful, and the new due date will be displayed.
- Occasionally, you may find that a renewal request fails. This will be because another Library user has reserved the item. Please return the item to us as quickly as possible.
- A Library account will become blocked after a 2nd recall or a 3rd overdue notice is sent to you. If this happens, please contact MIRC or Kings Norton Library.



Placing reservations

When an item you require is on loan to another user, you can place a reservation. Reservations can only be placed on items that are out on loan.

- First of all you need to login to Library Search and search for the item.
- When you find the item in the results list, click on the 'Reserve A Copy' button next to the title.



- Select which of the copies you wish to reserve, and which library you would like to pick up your reservation from.
- Your reservation will be confirmed on-screen.



When the item you require becomes available for you, you will receive an email asking you to come and collect it. Please do this within the time stated on the message.

You can also opt to receive a text message when your reservation is ready for collection. You can do this by clicking on the 'Personal Information' tab and then on 'SMS Notifications'.

The screenshot displays a user interface for managing personal information. At the top, there are tabs for 'Personal Information', 'Checkouts', 'Reservations', and 'Interlibrary Loans'. The 'Personal Information' tab is active, showing a 'Preferences' section with 'SMS Notifications' expanded. Below this, it states 'This is a free service' and includes an '+Add New' button. An 'Add SMS Notification' dialog box is overlaid on the right, featuring input fields for 'Label (optional)', 'Phone Number', and a dropdown for 'Country Code' (currently set to 'United Kingdom'). To the right of these fields are five checkboxes: 'Bill notices', 'Overdue notice', 'Reservation pickup notice', 'Manual message', and 'General announcements'. At the bottom of the dialog are 'Save' and 'Cancel' buttons.

Contacting us

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