



# How To Use

## WebOPAC: Request Books

## HOW TO REQUEST BOOK?

### Via Online:

Request can only be made if the status of the book is **Checked out**.


Reservations will be succeed if:

- The number of books borrowed has not reached the limit of loan eligibility. ([See loan eligibility](#))
- No fines.
- Patron record is not blocked because of certain offenses. ([See note](#))

# How To Request Book

# HOW TO REQUEST BOOK?

Home > Details for: Community development : a critical approach / Margaret Ledwith.

 **Community development : a critical approach / Margaret Ledwith.**  
By: **Ledwith, Margaret.**  
Material type: Book  
Publisher: Bristol : Policy, 2011

Edition: 2nd ed.  
Description: 226p. : ill. ; 24cm.  
ISBN: 9781847426468 (pbk).  
Subject(s): **Community development**  
average rating: 0.0 (0 votes)

**Holdings ( 1 )** [Title notes](#)

Current location	Call number	Status	Date due	Barcode	Item holds
Perpustakaan Sultan Abdul Samad (Main Library) Open Shelf Collection	HN49 C6L475 2011 ( <a href="#">Browse shelf</a> )	Checked out	17/08/2018	000725214	




**1. Click Place hold**



**Actions:**  
[Place hold](#)  
[Print](#)  
[Add to your cart](#)  
[Unhighlight](#)  
[Save record](#)  
[More searches](#)

Share Tweet

# How To Request Book

## HOW TO REQUEST BOOK?

 **Katalog Perpustakaan/Library Catalog** 

Search  Search for library catalog

[Advanced search](#) | [Course reserves](#) | [Most popular](#) | [New Book List](#)

**Sultan Abdul Samad Library**

[Forgot your password?](#)

**2. Type Matric No. /Staff No in the box.**




**3. Type IC Number/ Passport Number**



**4. Click Login with Koha**

Perpustakaan Sultan Abdul Samad, Universiti Putra Malaysia, 43400 UPM Serdang, Selangor  
Phone: +603-89468642 | Fax: +603-89483745 | E-mail: lib@upm.edu.my.

# How To Request Book

# HOW TO REQUEST BOOK?

   Welcome, SAMSUL FARID BIN SAMSUDDIN [Search history \[ x \]](#) [Log out](#)

 **Katalog Perpustakaan/Library Catalog**  **Perpustakaan Sultan Abdul Samad Library**

Search

[Advanced search](#) | [Course reserves](#) | [Most popular](#) | [New Book List](#)

[Home](#) > [Placing a hold](#)

**Confirm holds for: SAMSUL FARID BIN SAMSUDDIN (3000009695)**

☒ Place a hold on [Community development : a critical approach / Margaret Ledwith.](#) , by Ledwith, Margaret.

Your priority: 1

Number of holds: 1

Pick up location:

[Show more options](#)

**5. Click Place hold**



# HOW TO REQUEST BOOK?

[Home](#) › [SAMSUL FARID BIN SAMSUDDIN](#) › [Your summary](#)

[Home](#)

Hello, SAMSUL FARID BIN SAMSUDDIN

## About Library

[Click here if you're not SAMSUL FARID BIN SAMSUDDIN](#)

Service Hour

Checked out (6)

**Holds (1)**

## Services & Facilities

**Holds (1 total)**

## Contact

Title	Placed on	Expires on	Pick up location	Priority	Status	Modify
Community development : a critical approach / Margaret Ledwith. Ledwith, Margaret.	23/05/2018	Never expires	Perpustakaan Sultan Abdul Samad (Main Library)	1	Pending	Cancel

## Account Login

## your summary

your fines

your personal details

[change your password](#)[your search history](#)

your reading history

your purchase  
suggestions

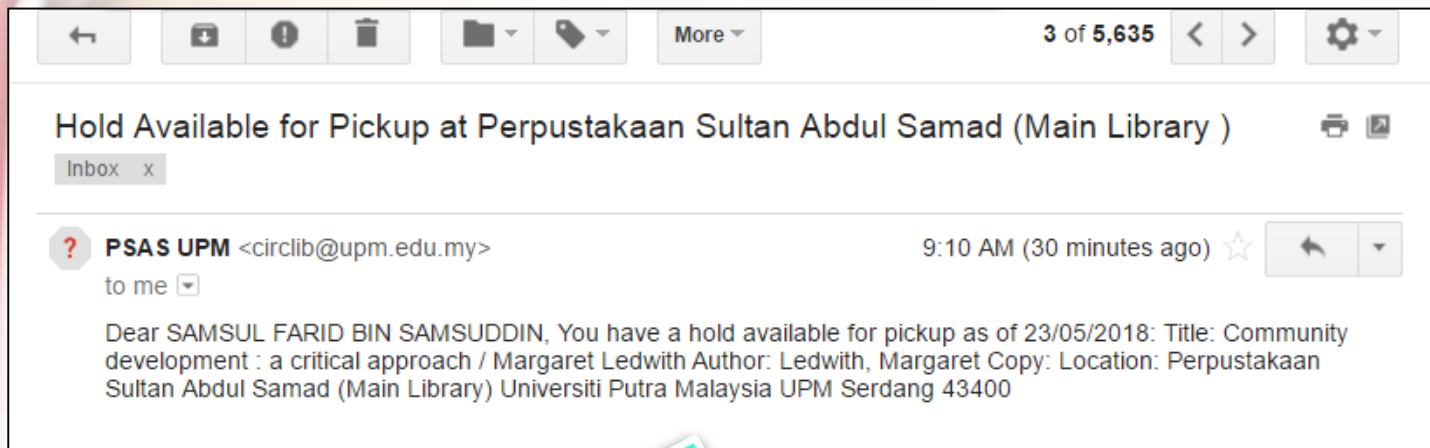
## your lists

**Hold (1)** : shows the material has been successful booked

Status **Pending** : The material has not been returned by user.  
**Priority 1** : Shows your queue

# How To Request Book

## HOW TO REQUEST BOOK?



An e-mail will be sent to the user  
when the material is ready to be  
borrowed. e.g *Hold Available for Pickup  
at Main Library*

# How To Request Book

## HOW TO REQUEST BOOK?

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[Contact](#)

[Account Login](#)

Hello, **SAMSUL FARID BIN SAMSUDDIN**

[Click here if you're not SAMSUL FARID BIN SAMSUDDIN](#)

[Checked out \(6\)](#)

[Holds \(1\)](#)

**Holds (1 total)**

Title	Placed on	Expires on	Pick up location	Priority	Status	Modify
<b>Community development : a critical approach / Margaret Ledwith.</b> Ledwith, Margaret.	23/05/2018	-	Perpustakaan Sultan Abdul Samad (Main Library)	0	Item waiting at Perpustakaan Sultan Abdul Samad (Main Library) since 23/05/2018 until 30/05/2018	<a href="#">Cancel</a>

Please go to the Circulation Counter to get the material when the status turns to *Item waiting at...*





## ADDITIONAL NOTE: LOAN ELIGIBILITY/ PERIOD FOR UPM STAFF & STUDENT

UPM Staff	Patron Code	Loan Eligibility/ Period
Management & Professional (Permanent)	PA	30 copies / 60 days
Lecturer	PP	30 copies / 60 days
Contract Lecturer/ Tutor	PK	10 copies / 30 days
Support Staff	PB	6 copies / 14 days
Part-time Lecturer, Contract Officer, Attachment Officer, Temporary Support Staff (more than a year), Research Assistant, etc.	PS	4 copies / 14 days
Student	Patron Code	Loan Eligibility/ Period
Post-graduate Students	PL / EL / JL	20 copies / 30 days
Clinical Medical Students/ Veterinary	PH / PV	10 copies / 30 days
Degree Students	PI / EL	10 copies / 14 days
Diploma Students/ Foundation Program	PD	6 copies / 14 days
Distance Learning Education Students	JI	10 copies / 30 days
Non-Degree Students (including attachment graduate students from abroad)	PT	4 copies / 14 days
Special Course (Short Term Course – more than 6 month)	KK	2 copies / 14 days



## **ADDITIONAL NOTE: RESTRICTIONS FOR LIBRARY USERS**

Users are not allowed to use library services if the record are blocked/ frozen. Record users will be blocked if user:

- ❖ Have fines and charges
- ❖ Stealing or damaging library materials
- ❖ Books wet/ damage.
- ❖ Suspend the studies
- ❖ Graduated
- ❖ Restriction for having certain offenses.