

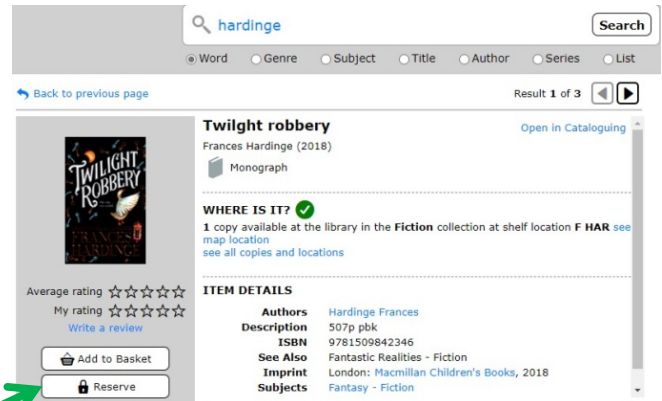
CLICK AND COLLECT

How do I make a request?

Reserve books online via OLIVER, the online catalogue.
<https://stromness.oliverasp.co.uk/library/home/news>

OR, fill in the Request form in the *Book Requests* channel in the Stromness Academy Library Team

- Max 4 books
- No loans if you have overdue books
- Please allow 24 hours between request being made and books available for collection.



When you find the book you want, click on the book to go to the record then click 'Reserve' in the book record. You need to be logged in.

You will be notified by Glow email when your books are ready for collection. You will have 3 days from the date of email to collect your books.

Please do not come to collect books if you have not received an email.

How long can I borrow a book for?

4 weeks (2 weeks for eBooks and audiobooks)

Where do I collect the books from?

Collect from the main entrance -Monday - Thursday: 9am - 3.30pm; Friday 9.00am to 1.55pm.

How do I return books?

Returns can be placed in the returns box in the main entrance.

Books are quarantined for 72hrs before returns are processed and made available to other users.

COVID Safety

- Please do not come in to collect or return resources if you are unwell.
- Wear face coverings.
- Sanitise hands.
- Observe social distancing rules.

What else can the library offer?

- eBooks & Audiobooks (via OLIVER and Wheelers ePlatform)
- Personal book picker (Mrs Sinclair) if you want to take pot luck. Fill in the book selector survey in the *Book Requests* channel in the Stromness Academy Library Team) OR email Mrs Sinclair with your requirements.
- Book requests - you may suggest books to be purchased for the library.