

## 預約資料

如欲借閱的資料已被其他讀者外借時，可透過[圖書館線上目錄](#)內的預約功能辦理預約手續。預約的資料一經歸還，圖書館會盡快透過電郵通知讀者，讀者須於三個工作天內（由發放電郵通知日起計算）前來圖書館借閱該資料，否則，該項預留申請將被取消。

借閱者		可預約圖書館資料數量
學生		5 項
職員	教師（全 / 兼職） 職員（全 / 兼職）	5 項

## 如何使用網上預約的服務

1. 進入港專圖書館網頁內之線上目錄
2. 在「檢索」版面上選其中一項檢索方法；然後尋找所需資料
3. 版面會列出搜尋結果，按一下所需圖書館資料便可看到該項目的詳細資料及館藏現狀
4. 資料只能在以下情況才可預約：
  - 正在展示中（現狀為：ON DISPLAY）
  - 被借閱中  
(現狀為：DUE YYYY-MM-DD)
5. 選取預留，在「預定項目」內輸入讀者條碼及密碼
6. 最後按確定
7. 如預約申請成功，版面會顯示預留成功〔Hold item success〕的訊息
8. 如預約申請失敗，版面會顯示失敗的原因

## Holds

If a library material you want has been charged out, you can via web OPAC to place a hold on the item. You will be notified by email to collect the item(s) from the counter within 3 opening days. Items that are not picked up within that period will be returned for normal circulation, or will be passing on to the next requester, if applicable.

Borrower Type		Reserve Quota
<b>Student</b>		5
<b>Staff</b>	Teaching (Full-time / Part-time)	5
	Non Teaching (Full-time / Part-time)	

## How to Holds

1. On library Online Catalogue main menu select one search option (e.g. search by title keyword, click on Title Keyword)
2. When the list of search results is shown, click on the required item for displaying the full record and status details
3. Library materials can be reserved only for items have been checked out or on display
  - On display (status: ON DISPLAY)
  - On loan (status: ON LOAN)
4. Select Reserve Item, on "Hold item" enter Patron Barcode and PIN
5. Then press OK
6. If hold request has been successfully placed, a [Hold item success] note will be shown
7. If hold request is unsuccessfully, the reasons will be given by the system