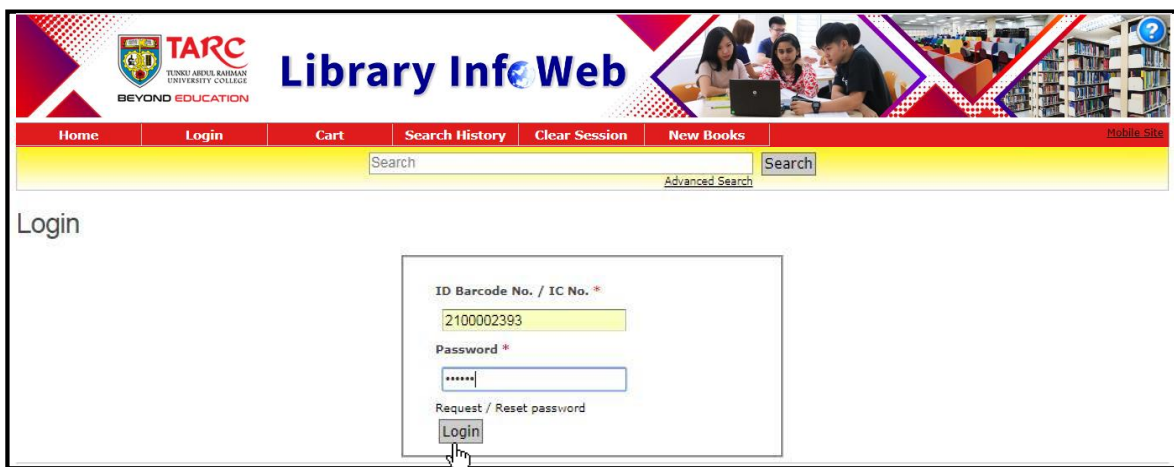


How to Request Items Online

1. You can place request (reserve) items under Open Shelf or Restricted Loan Collection that are on loan to another user by logging into **Library InfoWeb**.
2. A maximum of 3 (three) items can be requested.
3. You are advised to check on the availability of the item(s) under 'My Account' and to pick up the item(s) before the expiry date.
4. You can pick up your requested item(s) at the Circulation / Service Counter.

Step 1: Login to Library Infoweb



Step 2a: Search for the title of the item you want to request.

Step 2b: Click on the title of the item you want to request.



Step 3: Click on the ‘Request’ button. Remember, the item must be out on loan to another user.

The art of creative thinking / Rod Judkins.

Judkins, Rod.
Record 1 of 192

Call Number: 153.35 JUD
Publication: London : Sceptre, 2016.
Physical Description: 281 p. : ill. ; 20 cm.
Subject: Creative thinking; Self-actualization (Psychology)

YOU ARE MORE CREATIVE THAN YOU THINK
MORE CREATIVE THAN YOU THINK
The Art of CREATIVE THINKING
Rod Judkins

Add To Cart

Total Ratings: 0
Rate this book: ☆☆☆☆☆

Copies Details Additional Information

Location	Format	Barcode	Status
<input type="checkbox"/> Main - Open Shelf	Book	W1071814	Due 23 Jul, 2018

Add To Cart Select All Clear All

Request

Step 4a: Select your pick-up location. Remember, it must be your own campus location.
Step 4b: Click on the ‘Continue’

Request

Pick-up Location*

Main - Circulation Counter ▼

Continue Cancel

Step 5: Click on the ‘Continue’ button to confirm your request.

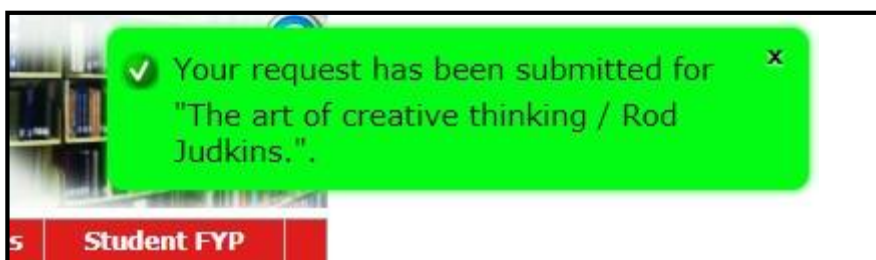
Request

Review the information and click continue to place your request.

Details about your hold request:

Title	The art of creative thinking / Rod Judkins.
Author	Judkins, Rod.
Pickup location	Main - Circulation Counter
Request Expires Date	16 Nov, 2018
Name	AINA ZAIREYNNA BINTI MD ZAINUDDIN
Call Number	153.35 JUD
Publisher	Sceptre,
Barcode	W1071814
Shelf Location	Main - Open Shelf

If your request is successfully placed, you will see a pop-up screen (on the top right of screen) as shown below:



Note:

- ▶ You can check the status of your request under ‘My Account’ tab. The status will appear as ‘Pending’ when the item is out on loan to another user.

Title	Place in Queue	Status	Request Expires Date	Pick-up Location
The art of creative thinking / Rod Judkins.	1	Pending	16 Nov, 2018	Main - Circulation Counter

- ▶ When your requested item(s) is / are available for pickup, you can collect the item(s) at the Circulation / Service Counter.

The screenshot displays the TARC Library Info Web interface. At the top, there is a navigation bar with links for Home, Login, Cart, Search History, Clear Session, New Books, and Mobile Site. Below this is a search bar with a search button and an advanced search link. The user's name, AINA ZAIREYNNA BINTI MD ZAINUDDIN, is displayed. There is a link for "I lost my card". Below the navigation bar, there are tabs for Checked Out, Requests, Account, and Change Password. The Requests tab is active, showing a table of requests. The table has columns for Title, Place in Queue, Status, Request Expires Date, and Pick-up Location. A blue arrow points to the Status column, and the text "Available for pick-up" is circled in red in the first row.

Title	Place in Queue	Status	Request Expires Date	Pick-up Location
The art of creative thinking / Rod Judkins.		Available for pick-up	16 Jul, 2018	Main - Circulation Counter