

Requesting a book online

1. Visit our website <https://www.eur.nl/en/campus/rotterdamsch-leeskabinet>
2. Under 'browse our collection', enter the title and/or author you are looking for. (For example: 'The stories, Gardam') Press 'ENTER', and our online catalogue with your search results will open on a new tab.
 - A. You may refine your search results by ticking the box for 'Rotterdamsch Leeskabinet' on the left-hand side of your screen. Or refine by specifying author, year or language. You may also borrow from the University Library or ISS The Hague, and refine for results from these libraries.

<p><input checked="" type="radio"/> Library</p> <ul style="list-style-type: none"><input type="checkbox"/> Libraries Worldwide<input type="checkbox"/> Libraries in the Netherlands<input type="checkbox"/> Erasmus University Rotterdam<ul style="list-style-type: none"><input type="checkbox"/> University Library<input checked="" type="checkbox"/> Rotterdamsch Leeskabinet<input type="checkbox"/> ISS The Hague <p>Show More</p>	<p><input checked="" type="radio"/> Author</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> All Authors<input type="checkbox"/> Gardam, Jane (59)<input type="checkbox"/> Gardam Jane (3)<input type="checkbox"/> Mortimer John (2)<input type="checkbox"/> Scurr Ruth (2)<input type="checkbox"/> Barry, Elaine (1) <p>Show More</p>	<p><input checked="" type="radio"/> Year</p> <ul style="list-style-type: none"><input checked="" type="radio"/> All Years<input type="radio"/> Last 5 Years<input type="radio"/> Last 10 Years<input type="radio"/> Last 25 Years<input type="radio"/> Custom Year Range: <p>from <input type="text"/> through <input type="text"/></p> <p>Change Year</p>	<p><input checked="" type="radio"/> Language</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> All Languages<input type="checkbox"/> Dutch (14)<input type="checkbox"/> Undetermined (4)<input type="checkbox"/> English (3)<input type="checkbox"/> French (1)
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- B. The catalogue also shows books that are held by other libraries. When a book is part of our collection, you will see the note '*Held by: Rotterdamsch Leeskabinet*'. When that is not the case, you will see the note '*Held by: Libraries in the Netherlands*'.

1.  **The stories**
by [Jane Gardam](#)

 Print Book 2014 | [Explore all editions & formats](#)

Throughout her career, prize-winning novelist Jane Gardam has been writing glorious short stories, each one hallmarked with all the originality, poignancy, wry comedy and narrative brillianc... [Read More](#)

Held by Rotterdamsch Leeskabinet

✓ Available Rotterdamsch Leeskabinet Open Collection
RLK 90.55 eu-enge GARD

3. Next, click the title of the book you wish to request. More information about the book will now appear on the right-hand side of your screen.
4. To request the book, click the '*Place Hold*' button.

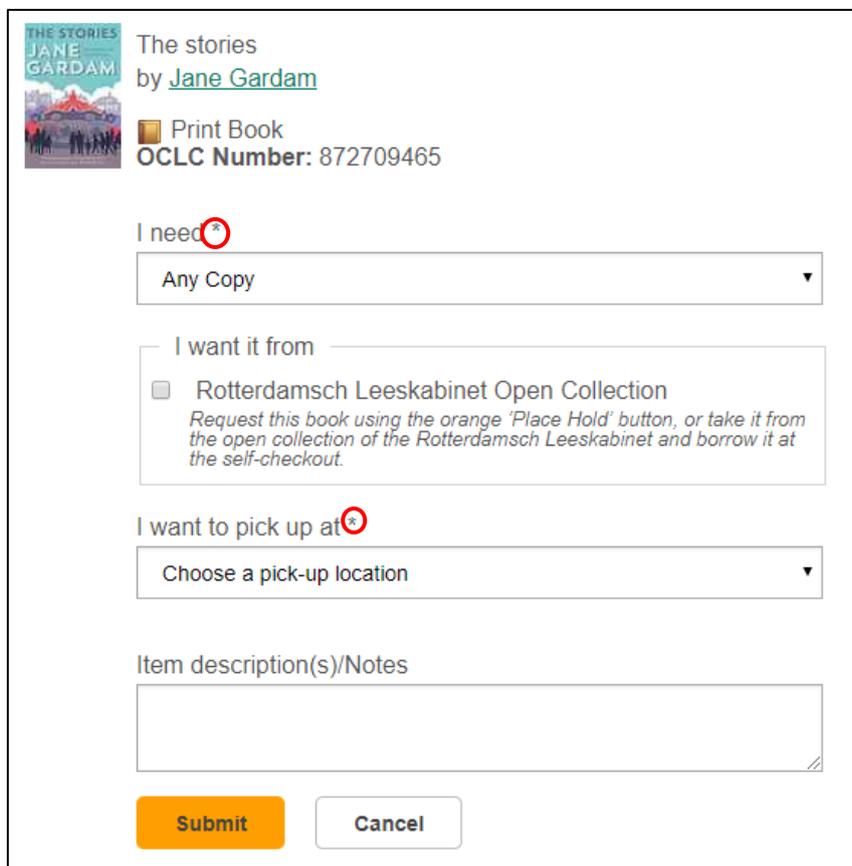
Erasmus University Rotterdam

[Place Hold](#)

A new page opens with login options. As a member of the Rotterdamsch Leeskabinet, choose the option '*Users without ERNA account: login with Library account*'.

Requesting a book online

5. In order to login, fill in the number that is on your library card and your password.
Forgotten your password? Click set/reset password, or ask an employee at the desk to send you a link.
You will receive an e-mail with instructions to set a new password.
6. Once you are logged in, the screen below will show. Please fill in the fields marked with an asterisk.



The screenshot shows a library request form for the book "The stories" by Jane Gardam. The book cover is visible on the left. The form includes the following fields and options:

- Title: The stories by Jane Gardam
- Format: Print Book
- OCLC Number: 872709465
- "I need" dropdown menu: Set to "Any Copy".
- "I want it from" section: A checkbox for "Rotterdamsch Leeskabinet Open Collection" is selected. Below it is a note: "Request this book using the orange 'Place Hold' button, or take it from the open collection of the Rotterdamsch Leeskabinet and borrow it at the self-checkout."
- "I want to pick up at" dropdown menu: Set to "Choose a pick-up location".
- "Item description(s)/Notes" text area: Empty.
- Buttons: "Submit" (orange) and "Cancel" (white).

- A. The field below 'I need' has been filled in for you. If you do need a specific copy, you can specify that.
 - B. In most cases the pick-up location should be *University Library - Rotterdamsch Leeskabinet*. It is also possible to pick up a book in The Hague, which will take a few days as it will be sent by post.
 - C. Please note that it is not necessary to fill in the other fields. If we have multiple copies in different collections, you may choose the copy from the collection you prefer. If you do not fill in a preference, the copy that is available in the shortest amount of time will be selected automatically.
7. Once you have filled in the required fields, complete your request by clicking 'Submit'.
 8. We have received your request. Once the book is ready for you to pick up, you will receive an e-mail to notify you. Requests made before 9 AM are usually fulfilled by lunch time. Requests made before 1 PM will be fulfilled by the end of the afternoon. We recommend waiting for the notification that your book is ready for pick-up.