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.

   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*'.

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.

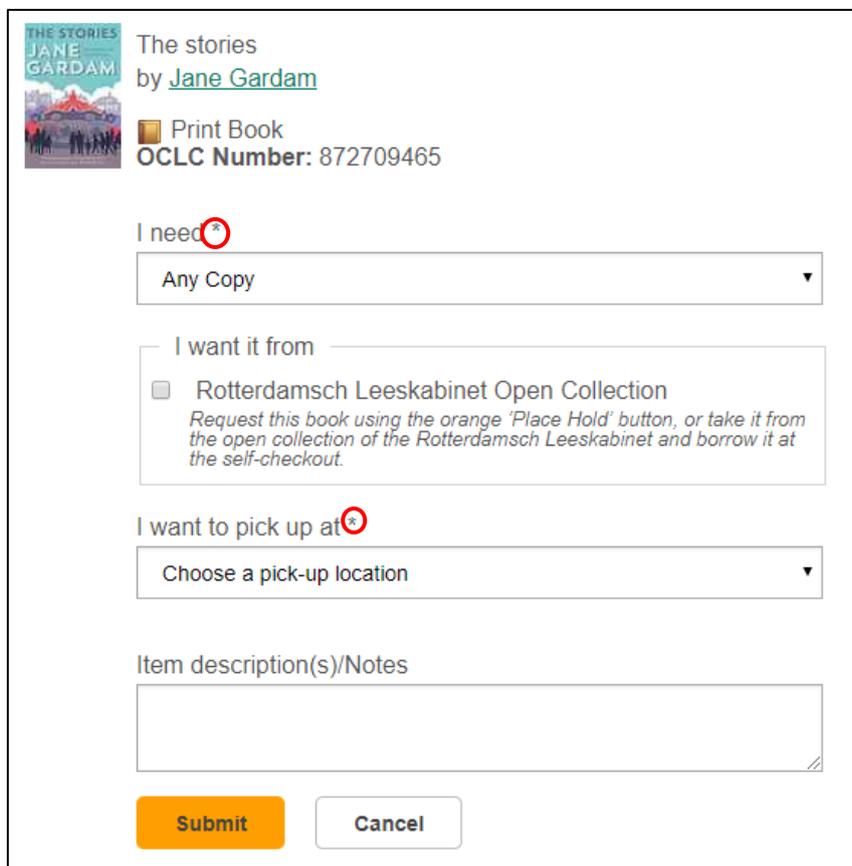4. To request the book, click the '*Place Hold*' button.

   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*'.

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.

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 form 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.