



HLSI Library online catalogue

As an HLSI member, you will soon be able to log-in to the library catalogue. This will allow you to reserve and renew books online, as well as manage your library account.

This helpsheet covers the basics of what will be possible.

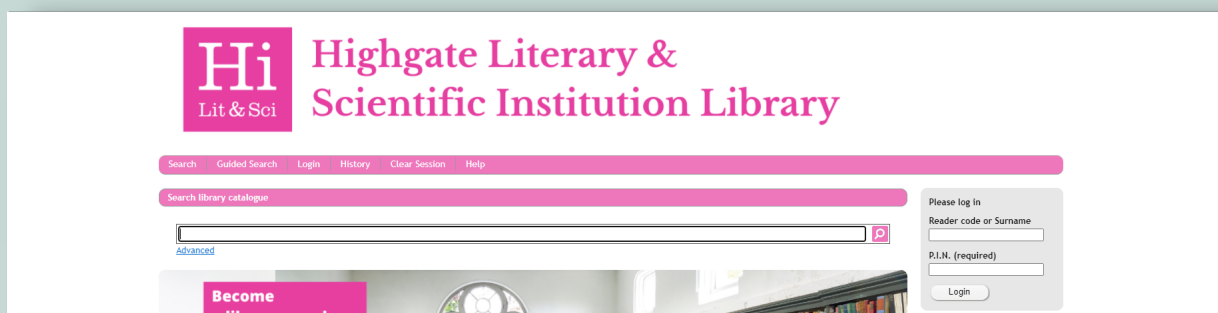
Logging-in

As an HLSI member, you will receive an email which includes your unique PIN code and HLSI membership number.

To log-in to your HLSI Library account, first navigate to the HLSI Library Catalogue homepage. You can do this via the HLSI website (<https://hlsi.net/hlsi-library/>) by clicking on “Search the catalogue”.

Alternatively this link will take you directly there:

<http://hlsi.cirqahosting.com/HeritageScripts/Hapi.dll/search1>



On the Library catalogue homepage you will see in the top right-hand corner, fields for you to enter your Reader code and PIN.

- Your Reader code is your **HLSI membership number** e.g. SMI001A or 6980
- Your PIN is a 4-digit code which is supplied by the Library.

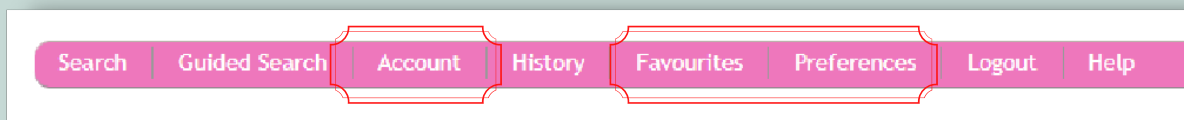
Please log in

Reader code: HLSI
membership no.

P.I.N. (required)

Login

Navigating



Once you are logged-in you will be presented with more options than normal at the top of the navigation bar.

In the right-hand corner you will now see your name, as well as the total amount of books you currently have on loan and those that you have a reservation on. Being able to see this is a good indication of whether you are logged-in or not.

Account information

Tom Pink | [Logout](#)

Loans [1](#)

Reserved [2](#)

- Account: this allows you to see information about your library account, which books you have on loan, which books you have reserved, your borrowing history and other information.
- Favourites: this allows you to see all of the Favourites lists you have created and saved. Favourites lists are how the Library have created the Halloween books list and Booker Prize winners list.
- Preferences: this allows you to change the information presented on the catalogue home page when you are logged-in.

Renewing

The screenshot shows the top navigation bar with 'Account' highlighted. Below it, the user is identified as 'Reader (STAFF8) Mr Tom Pink [Staff]'. The 'Loans' tab is selected, and a table of loans is displayed. A 'Renew' button is highlighted.

Search | Guided Search | **Account** | History | Favourites | Preferences | Logout | Help

Reader
(STAFF8) Mr Tom Pink [Staff]

Loans | Reserved | History | Recent

To renew an item, tick the box and then click the "Renew" button

Author	Title
C. L. R. James	The black Jacobins : Toussaint L'Ouverture and the San Domingo revolution
Elsbeth Barker	O Caledonia
Francesca Wade	Square haunting : five women, freedom and London between the wars

This close-up shows the 'Renew' button highlighted. Below it, the 'Renewal' column of the loans table is visible, showing the number of renewals and a checkbox for each item.


new" button

	Medium	Due date	Renewal	<input checked="" type="checkbox"/>
The black Jacobins : Toussaint L'Ouverture and the San Domingo revolution	Book	29 Apr 2022	0 of 2	<input type="checkbox"/>
O Caledonia	Book	28 Apr 2022	0 of 2	<input type="checkbox"/>
Square haunting : five women, freedom and London between the wars	Book	02 May 2022	2 of 2	n/a

- Navigate to the **Account** menu on the horizontal navigation bar at the top of the page.
- Under the Loans tab, tick the small box on the right-hand side of the book you want to renew and then click the Renew button.
- You can renew a loan for a maximum of three times before it needs to be brought back to the Library for volunteers to check.

Reserving

Search for 0241398851 [Std. No.]

1  **The man from the future : the visionary life of John von Neumann**
[Ananyo Bhattacharya](#)
Published by [Allen Lane](#) (2021)
Shelved at 920 VON
ISBN 0241398851
Keywords [Von Neumann, John, 1903-1957](#), [Mathematicians-United States-Biography](#) 🔑
Citation Bhattacharya, A. (2021) *The man from the future : the visionary life of John von Neumann*

Reserve

Copy no.	Loan type	Location
1 B28885	Standard loan	Biography

Loans **Reserved** History Charges Recent

Cancel In order to cancel a reservation select the tickbox to highlight the appropriate item then click the Cancel button

Author	Title	Date resv'd	Status
Jamie, Kathleen	Surfacing	19 Oct 2021	Reserver 1

Date resv'd	Status	Due/held/info
19 Oct 2021	Reserver 1	30 Oct 2021 <input type="checkbox"/>

- Navigate to the book record page and click on the **'Reserve'** button. The book must be on-loan for this to work, otherwise Heritage will tell you that this book is in circulation and your request has been unsuccessful.
- To cancel a reservation, navigate to the Account menu on the horizontal navigation bar at the top of the page. Then, under the Reserved tab, tick the small box on the right-hand side of the reservation you want to cancel and then click the Cancel button.