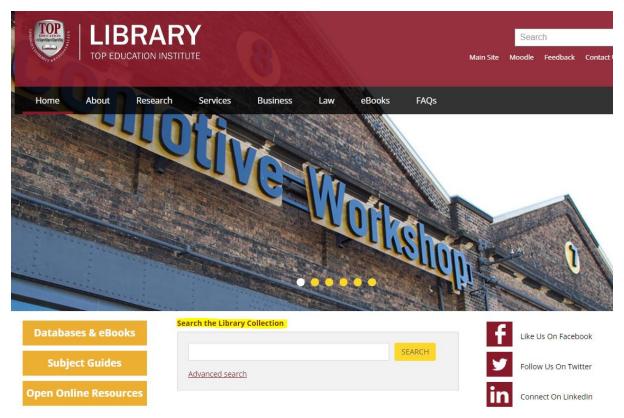
TOP Library – Reserving Book online

RESERVATION

Items that are already on loan may be reserved. Reservation Online can be done by following few steps.

1. On your browser, go to http://library.top.edu.au/ and click on 'Search the Library Collection as highlighted below.

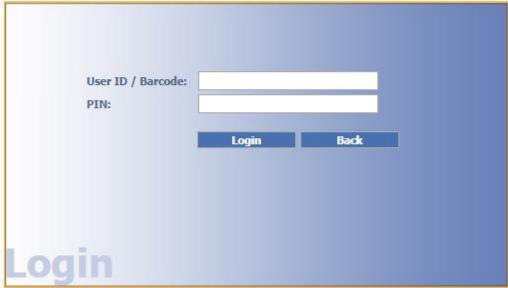


2. Below window will appear and locate the sign in button as also highlighted.



3. Then, enter your Student number and password on the box as showing below.

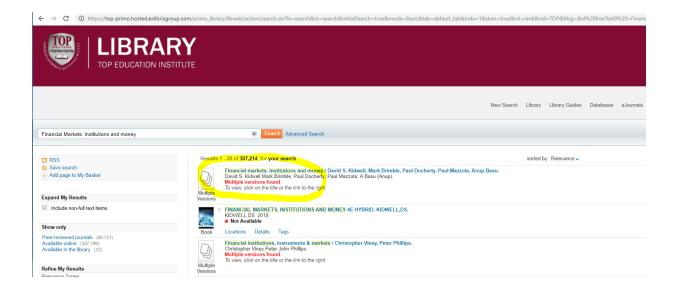




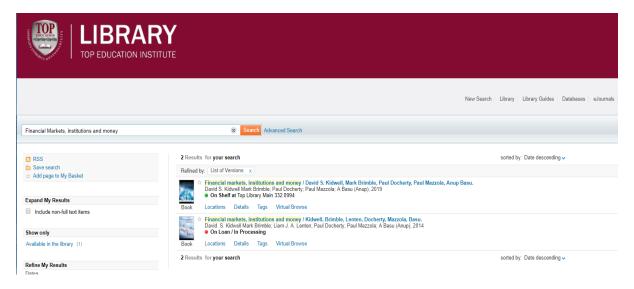
4. Then, once you login, type the name of the book you wish to reserve. Example below.



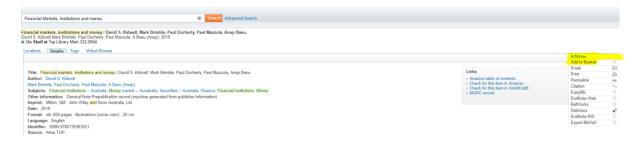
5. Then click search and list of result will be displayed. Usually, you need to select the first option on the list.



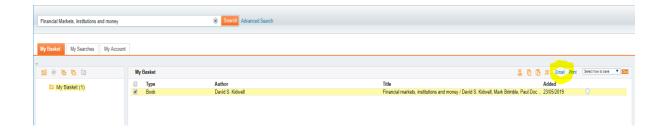
6. Then multiple version of the book will be displayed. If you see Green dot colour it means books are on shelf and available. If you see Red dot then all the books are on loan.



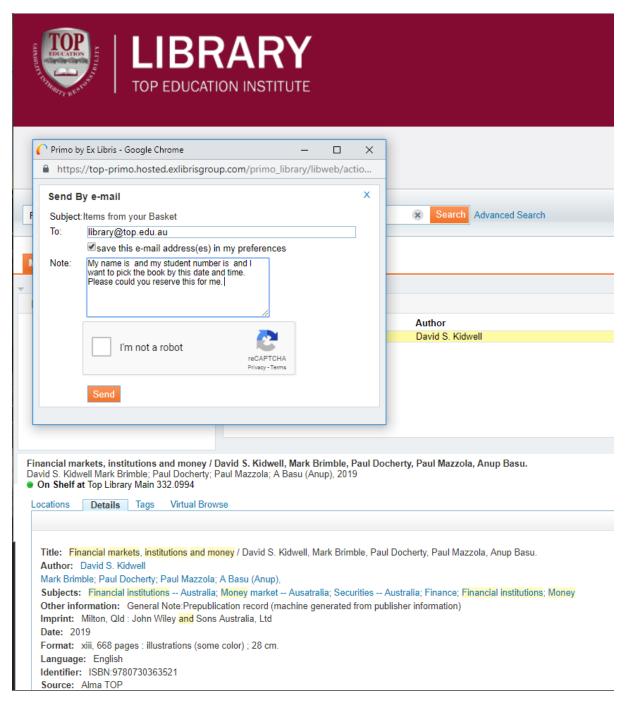
7. Once you decided the correct book, then click on it and below will be displayed. On the far right hand side there is an option called "Action" as highlighted below. Click on it, then select "Add to Basket"



8. Then click on 'My Basket' and you can see the book now listed on your basket, tick the book as showing below then click "email".



9. Then email the library with following details and press send.



- 10. Once the Library@top.edu.au received your email, we will action accordingly. Make sure to include your email address and student number for us to be able to respond back to you whether the books is on loan or missing, etc. Sending a reservation may not guarantee that books is on the shelf are always available for you. However, we will let you know by responding to your email.
- 11. Below example of the email when we received your Online Reservation.

From: support_primo@unilinc.edu.au [mailto:support_primo@unilinc.edu.au]

Sent: Thursday, 23 May 2019 11:08 AM To: nestor.ramos@top.edu.au Subject: Items from your Basket

Please could you set this item aside for today pick up

This message from the $\underline{\text{library}}$ contains the details of the following item.

Please do not reply to this message.

Financial markets, institutions and money / David S. Kidwell, Mark Brimble, Paul Docherty, Paul Mazzola, Anup Basu.

- Author: David S. Kidwell Mark Brimble; Paul Docherty; Paul Mazzola; A Basu (Anup),
- Subjects: Financial institutions Australia; Money market Ausatralia; Securities Australia; Finance; Financial institutions; Money Other information: General Note:Prepublication record (machine generated from publisher information)
- Imprint: Milton, Qld : John Wiley and Sons Australia, Ltd
- **Date:** 2019
- Format: xiii, 668 pages : illustrations (some color) ; 28 cm.
- Language: English
- Identifier: ISBN:9780730363521
- Source: Alma TOP
- PNX: Alma TOP2110389300002377
- MMS ID: 9941709802377

Availability and location:

Available: • Top Library Main 332.0994