

Library Click and Collect

You will need to get on the Student Intranet and have your library barcode to access the Library Click and Collect Service. Please let Miss Perry know if you don't have your library barcode. Please ensure that you are collecting/returning books as part of your daily outdoor exercise.

How to Access the Student Intranet

1. Log on using your school email and password
2. Click on Google Chrome
3. Next to the search bar on the left hand side there is a small **house symbol** 
4. Click on this
5. This will take you to the **Student Intranet**
6. On the left hand side under **Student Intranet**, click on **Coleridge**
7. Click on **Coleridge Library**
8. Click on **Library Click and Collect**

How to use the Library Click and Collect

1. Click on the URL: <https://u014367.microlibrarian.net>
2. Once on the Library Homepage, choose the **Coleridge** site to access the Coleridge Library Catalogue
3. Click on the login (top right-hand corner)
4. Now put your username and password in:
 - Username: your barcode number _____
 - Password: your barcode number _____
5. A box saying 'change your password' will pop up - just click **ok** (don't change your password, please leave it as your barcode number)

Coleridge Library Homepage

1. To choose a book, go to the top right-hand corner - the search bar
2. You can use these to search for books: author's name, genre or book title
3. When you've done this, your book or a list of possible books will appear. Click on the book you want
4. To reserve a book for collection, click on the green **'reserve'** button at the top of the page

Book Collection

You can collect your book from the **collection box in Student Services**. When it is ready for collection, it will be put in there. I will notify your tutor when your book is ready for collection.

Book Return

Please return your book to **the returns box in Student Services** by the due date, which is stamped on the due date slip at the very front of the book. I will notify your tutor when your book needs to be returned. Let me know if you need more time to read it.