

Reserve an item

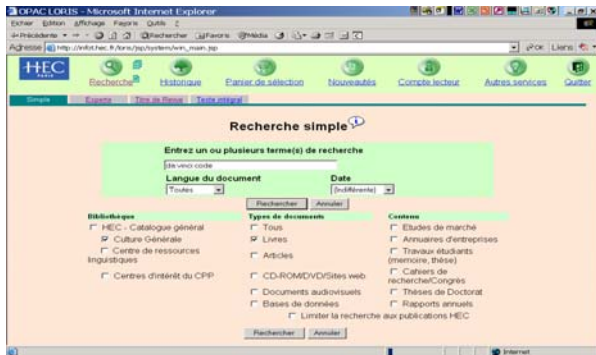
When an item is checked-out, it is possible to reserve it : you will then be informed by e-mail as soon as the item is returned and you will have 48hrs to pick it up from the library where it will have been put aside for you.

Connecting to the library catalogue

- Connect to the library website
<http://www.hec.fr/library>
- Connect to the InfotHec catalogue by using the link on the Homepage

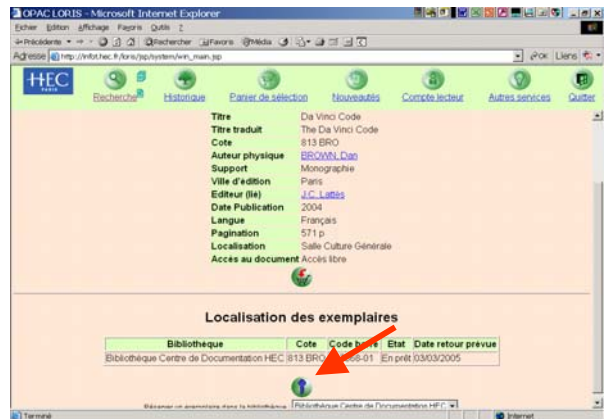
Searching for an item

- Use the simple or expert search mode to find the book that you want to reserve
- Select the relevant title from the list of results in order to display its bibliographical description

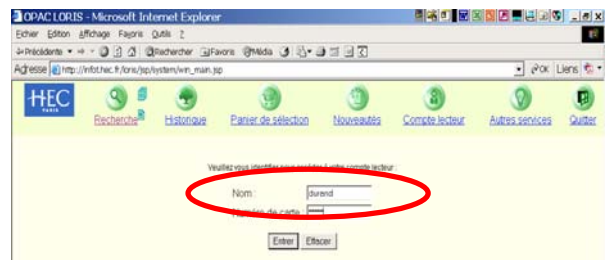


To reserve an item

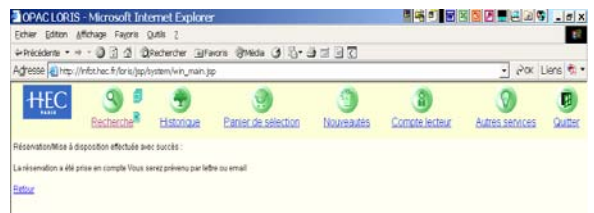
- When all the copies of an item are already checked-out, a key appears at the bottom of the bibliographical description : click on this key



- Type your name and library card number (your student card number) and then click "enter"



- A confirmation screen appears: you will then be informed by e-mail as soon as the sought after item is available again



For any problems, contact the library :
ext. 94 78 – biblio@hec.fr