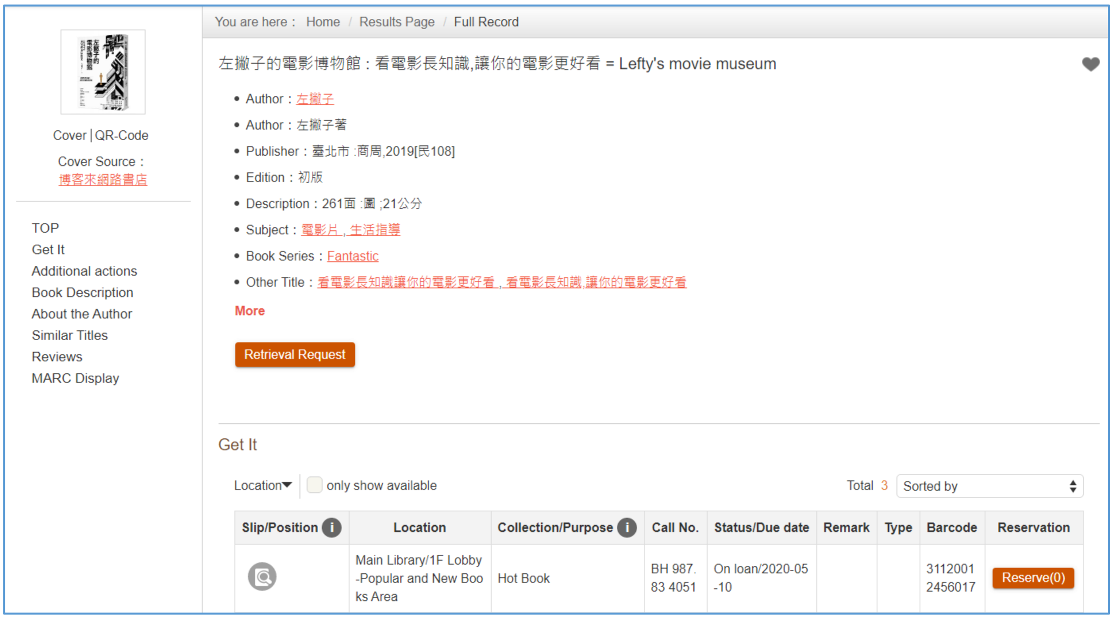
# Book Reservation & Retrieval Request Operation Guideline

All books and audio-visual materials that are being checked out are available for reservation, (If the material's status is "Available", it is only available for Cross-Library Retrieval Request.)Each reader can reserve as many as four materials (including books, audio-visual materials and retrieval requests). Reservation and Retrieval Request are only available for the main library and its affiliated branch libraries, but not available for alliance libraries (all branch libraries of Taichung Public Library).

## A. Book Reservation

All books and audio-visual materials that are being checked out are available for reservation.

1. Search the book you need on the library catalogue,-If the material's status is "On loan", it is available for reservation.


You are here： Home / Results Page / Full Record
Cover | QR-Code
Cover Source：
博客來網路書店
TOP
Get It
Additional actions
Book Description
About the Author
Similar Titles
Reviews
MARC Display
More
Retrieval Request
Location
only show available
Total 3
Sorted by

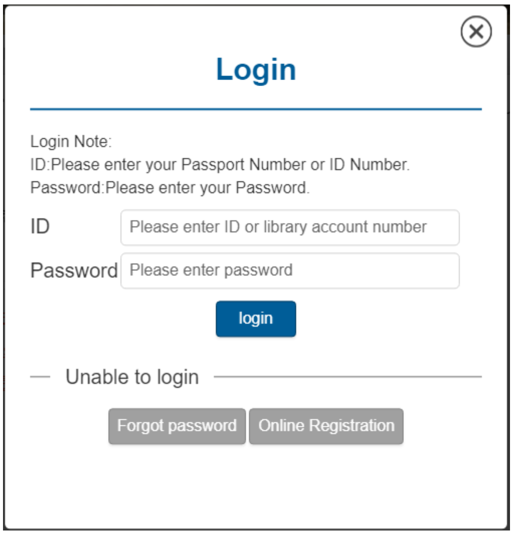
左撇子的電影博物館：看電影長知識,讓你的電影更好看 = Lefty's movie museum

- Author：左撇子
- Author：左撇子著
- Publisher：臺北市 :商周,2019[民108]
- Edition：初版
- Description：261面 :圖 ;21公分
- Subject：電影片 , 生活指導
- Book Series：Fantastic
- Other Title：看電影長知識讓你的電影更好看 , 看電影長知識,讓你的電影更好看

Get It

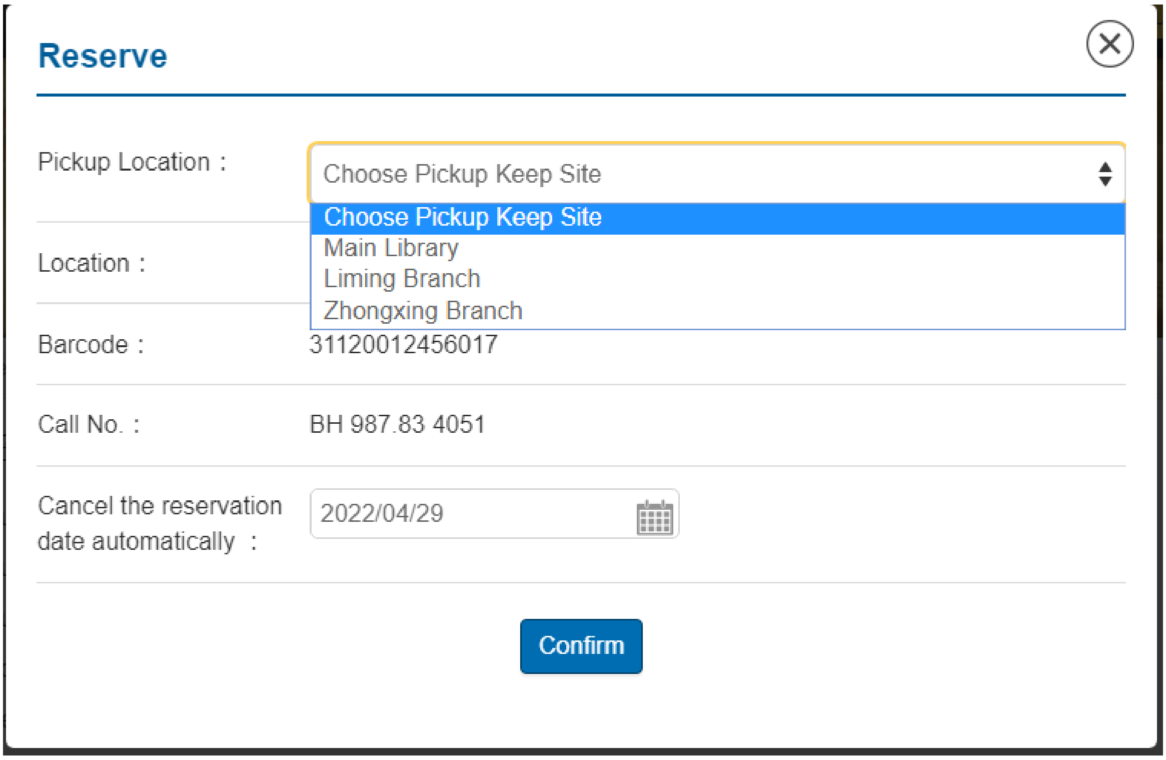
| Slip/Position | Location | Collection/Purpose | Call No. | Status/Due date | Remark | Type | Barcode | Reservation |
|---|---|---|---|---|---|---|---|---|
| | Main Library/1F Lobby-Popular and New Books Area | Hot Book | BH 987.83 4051 | On loan/2020-05-10 | | | 31120012456017 | Reserve(0) |

2. To make a book reservation, please log into your account first. Your library ID is either ARD ID number or passport number. Password is your date of birth.


Login
ID
Please enter ID or library account number
Password
Please enter password
login
Unable to login
Forgot password
Online Registration

Login Note:
ID:Please enter your Passport Number or ID Number.
Password:Please enter your Password.

3. Once you logged in successfully, click Reserve(0) to enter the reservation page. Select the pickup location you need. Click confirm, and the site will appear a pop-up message for successful reservation



**Reserve**

Pickup Location : Choose Pickup Keep Site

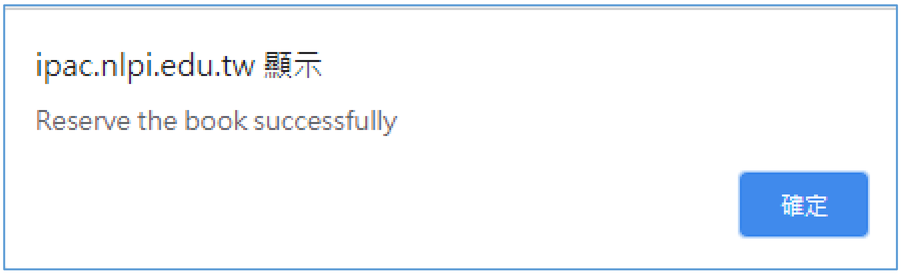
Location :

Barcode : 31120012456017

Call No. : BH 987.83 4051

Cancel the reservation date automatically : 2022/04/29

Choose Pickup Keep Site
Main Library
Liming Branch
Zhongxing Branch
Confirm



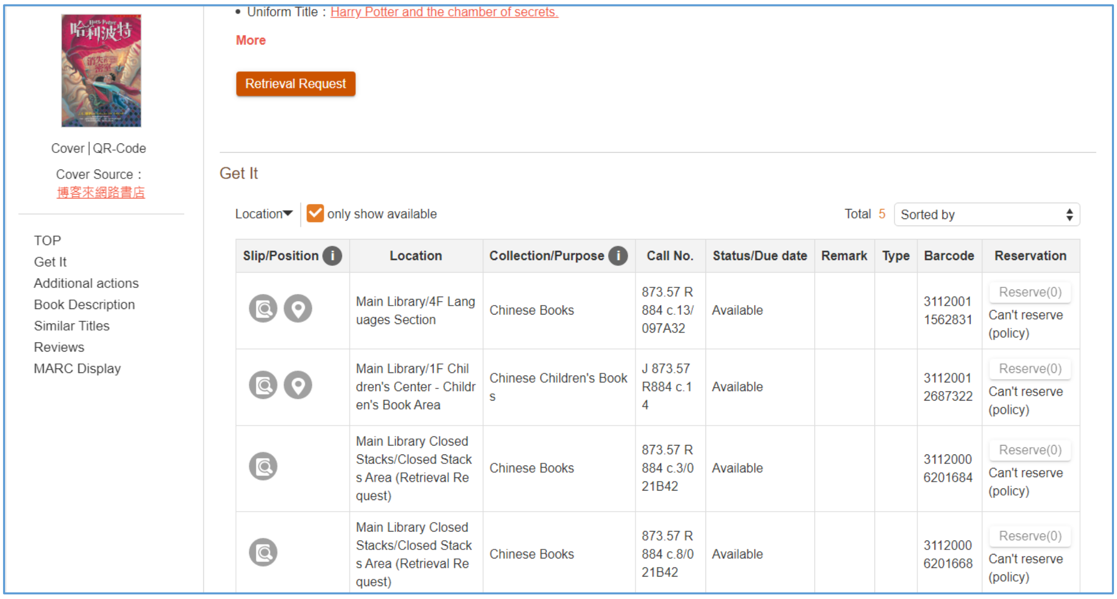
ipac.nlpi.edu.tw 顯示

Reserve the book successfully

4. If there are overdue materials and unpaid fines in your account, it will be suspended automatically. Suspended accounts are not allowed for book renewal and reservation. (https://www.nlpi.edu.tw/English/ReaderServiceEn/LoanServiceEn/LoanReturnEng/ReservationEng.htm)

## B. Retrieval Request

1. Closed Stacks Area：Closed Stacks Area is located in B1 of the Main Library. The area is divided into rentals and non-rentals. The rental materials may be borrowed for a period of 30 days. The-non-rental materials are available for retrieval requests, however they must be read inside the library within the open hours. If the book's status is "Available", the book is available for Retrieval Request.
2. Cross-Library Retrieval Request：If the material's status is "Available", the material is available for Cross-Library Retrieval Request, which is provided between branch libraries (Main library, Liming branch, or Zhongxing branch) only. To find more about Cross-Library Retrieval Request, please refer to the following website. (https://www.nlpi.edu.tw/English/ReaderServiceEn/LoanServiceEn/LoanReturnEng/RetrievalRequest.htm)
3. How to retrieve books in Closed Stacks Area:
   (1) Search the book you need on the library catalogue, if the book location is in Closed Stacks Area and the book's status is "Available", then you can make a retrieval request.

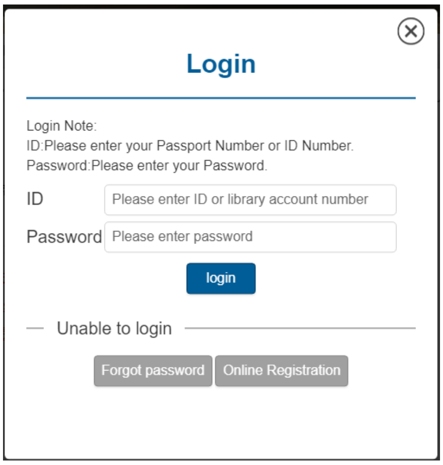


- Uniform Title：Harry Potter and the chamber of secrets.

☑ only show available　Total 5

| Slip/Position | Location | Collection/Purpose | Call No. | Status/Due date | Remark | Type | Barcode | Reservation |
|---|---|---|---|---|---|---|---|---|
| | Main Library/4F Languages Section | Chinese Books | 873.57 R884 c.13/097A32 | Available | | | 31120011562831 | Reserve(0)<br>Can't reserve (policy) |
| | Main Library/1F Children's Center - Children's Book Area | Chinese Children's Books | J 873.57 R884 c.14 | Available | | | 31120012687322 | Reserve(0)<br>Can't reserve (policy) |
| | Main Library Closed Stacks/Closed Stacks Area (Retrieval Request) | Chinese Books | 873.57 R884 c.3/021B42 | Available | | | 31120006201684 | Reserve(0)<br>Can't reserve (policy) |
| | Main Library Closed Stacks/Closed Stacks Area (Retrieval Request) | Chinese Books | 873.57 R884 c.8/021B42 | Available | | | 31120006201668 | Reserve(0)<br>Can't reserve (policy) |

   (2) To make a book reservation, please log into your account first. Your library ID is either ARD ID number or passport number. Password is your date of birth.

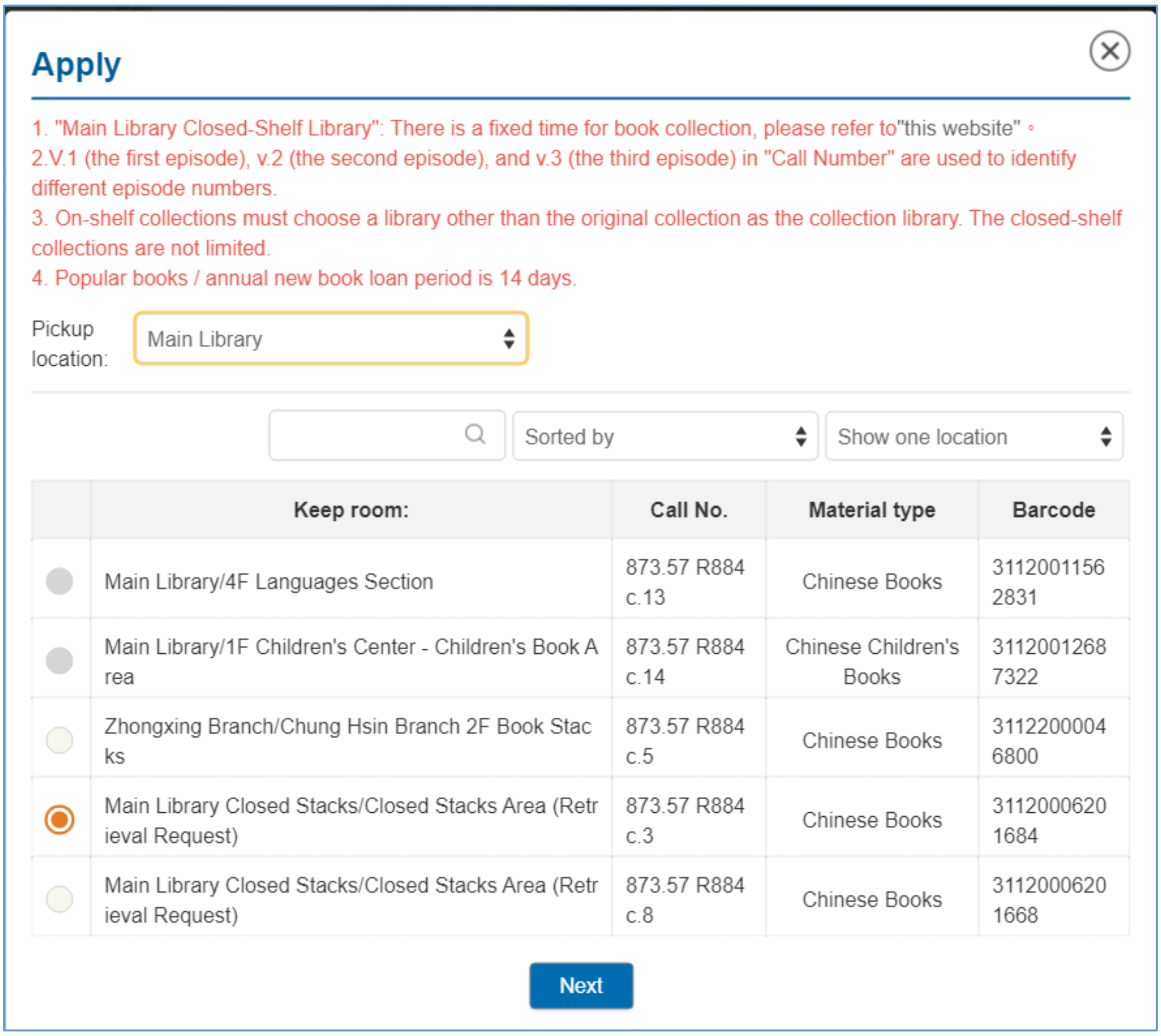


## Login

Login Note:
ID:Please enter your Passport Number or ID Number.
Password:Please enter your Password.

ID: Please enter ID or library account number
Password: Please enter password

(3) Once you logged in successfully, click Retrieval Request to enter the retrieval request page. Select the book you need and where you want to pick up.



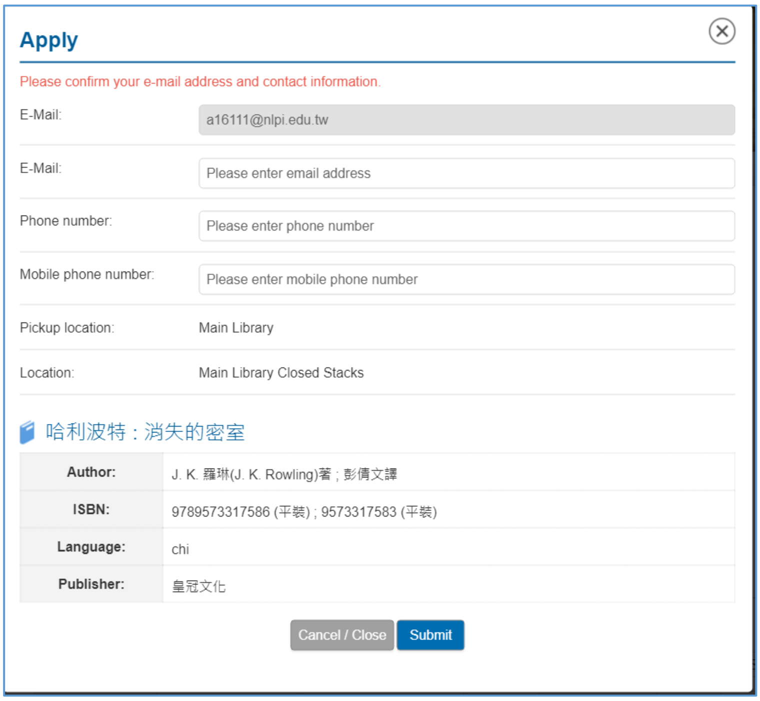
## Apply

1. "Main Library Closed-Shelf Library": There is a fixed time for book collection, please refer to"this website" 。
2.V.1 (the first episode), v.2 (the second episode), and v.3 (the third episode) in "Call Number" are used to identify different episode numbers.
3. On-shelf collections must choose a library other than the original collection as the collection library. The closed-shelf collections are not limited.
4. Popular books / annual new book loan period is 14 days.

Pickup location: Main Library

| | Keep room: | Call No. | Material type | Barcode |
|---|---|---|---|---|
| ○ | Main Library/4F Languages Section | 873.57 R884 c.13 | Chinese Books | 31120011562831 |
| ○ | Main Library/1F Children's Center - Children's Book Area | 873.57 R884 c.14 | Chinese Children's Books | 31120012687322 |
| ○ | Zhongxing Branch/Chung Hsin Branch 2F Book Stacks | 873.57 R884 c.5 | Chinese Books | 31122000046800 |
| ● | Main Library Closed Stacks/Closed Stacks Area (Retrieval Request) | 873.57 R884 c.3 | Chinese Books | 31120006201684 |
| ○ | Main Library Closed Stacks/Closed Stacks Area (Retrieval Request) | 873.57 R884 c.8 | Chinese Books | 31120006201668 |

(4) Check your email and mobile phone number. Click submit and the site will appear a pop-up message for a successful request.



Please confirm your e-mail address and contact information.

|  |  |
|---|---|
| E-Mail: | a16111@nlpi.edu.tw |
| E-Mail: | Please enter email address |
| Phone number: | Please enter phone number |
| Mobile phone number: | Please enter mobile phone number |
| Pickup location: | Main Library |
| Location: | Main Library Closed Stacks |

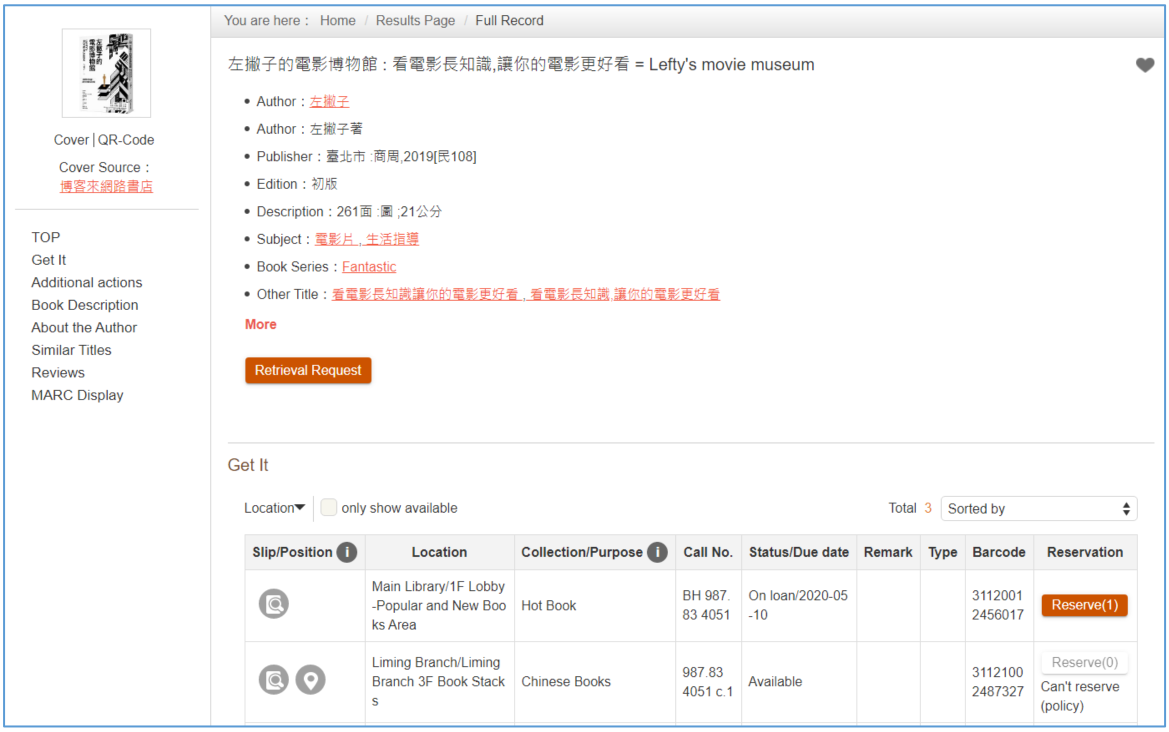
哈利波特：消失的密室

|  |  |
|---|---|
| **Author:** | J. K. 羅琳(J. K. Rowling)著 ; 彭倩文譯 |
| **ISBN:** | 9789573317586 (平裝) ; 9573317583 (平裝) |
| **Language:** | chi |
| **Publisher:** | 皇冠文化 |

Cancel / Close
Submit

4. How to apply Cross-Library Retrieval Request:

   (1) Search the material you need on the library catalogue, if the material's status is "Available", it is available for Cross-Library Retrieval Request.



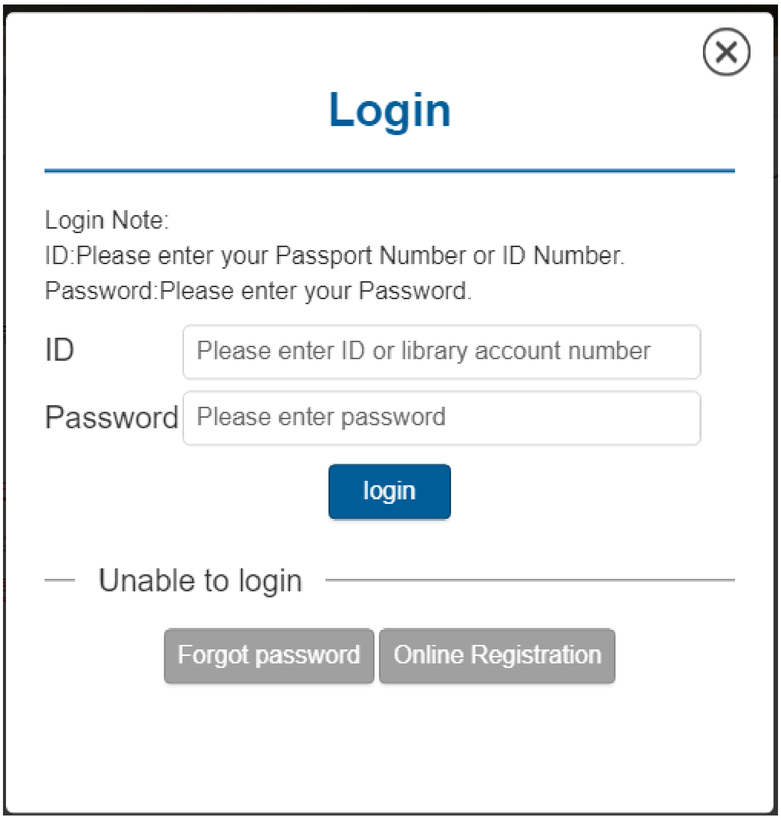
You are here : Home / Results Page / Full Record
Cover | QR-Code
Cover Source :
博客來網路書店
TOP
Get It
Additional actions
Book Description
About the Author
Similar Titles
Reviews
MARC Display
More
Retrieval Request
Get It
Location
only show available
Total 3
Sorted by

左撇子的電影博物館：看電影長知識,讓你的電影更好看 = Lefty's movie museum

- Author：左撇子
- Author：左撇子著
- Publisher：臺北市 :商周,2019[民108]
- Edition：初版
- Description：261面 :圖 ;21公分
- Subject：電影片 , 生活指導
- Book Series：Fantastic
- Other Title：看電影長知識讓你的電影更好看 , 看電影長知識,讓你的電影更好看

| Slip/Position | Location | Collection/Purpose | Call No. | Status/Due date | Remark | Type | Barcode | Reservation |
|---|---|---|---|---|---|---|---|---|
|  | Main Library/1F Lobby -Popular and New Books Area | Hot Book | BH 987.83 4051 | On loan/2020-05-10 |  |  | 31120012456017 | Reserve(1) |
|  | Liming Branch/Liming Branch 3F Book Stacks | Chinese Books | 987.83 4051 c.1 | Available |  |  | 31121002487327 | Reserve(0)<br>Can't reserve (policy) |

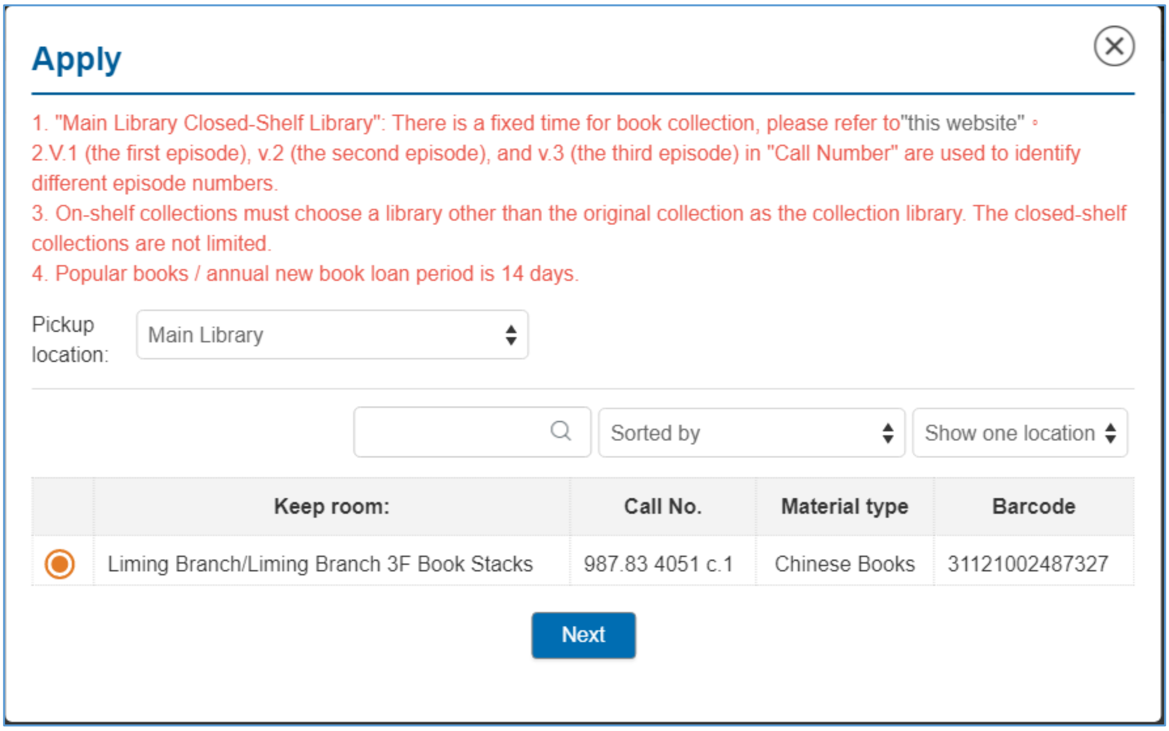
   (2) Cross-Library Retrieval Request requires login the system. Your library ID would be either ARC ID number or passport number. Password would be birthday date (mmdd).



Login Note:
ID:Please enter your Passport Number or ID Number.
Password:Please enter your Password.

ID: Please enter ID or library account number
Password: Please enter password

(3) Once you logged in successfully, click Retrieval Request to enter the retrieval request page. Select the material you need and where you want to pick up. The pickup location cannot be where the request material been kept.

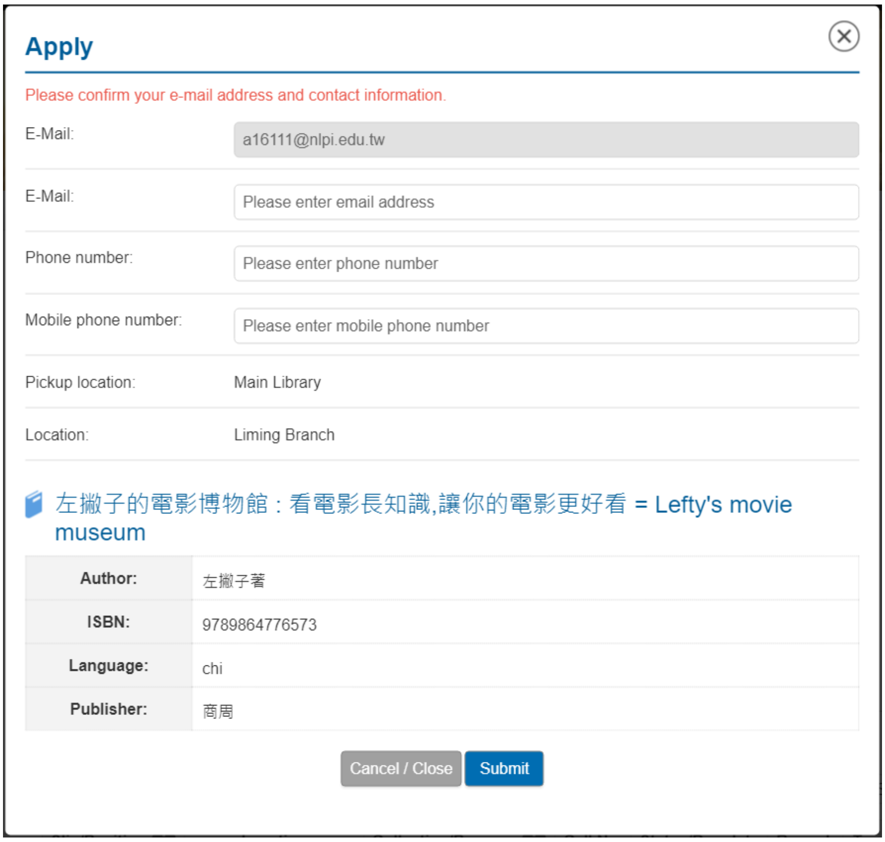


1. "Main Library Closed-Shelf Library": There is a fixed time for book collection, please refer to"this website" 。
2.V.1 (the first episode), v.2 (the second episode), and v.3 (the third episode) in "Call Number" are used to identify different episode numbers.
3. On-shelf collections must choose a library other than the original collection as the collection library. The closed-shelf collections are not limited.
4. Popular books / annual new book loan period is 14 days.

Pickup location: Main Library

| | Keep room: | Call No. | Material type | Barcode |
|---|---|---|---|---|
| ● | Liming Branch/Liming Branch 3F Book Stacks | 987.83 4051 c.1 | Chinese Books | 31121002487327 |

(4) Check your email and mobile phone number. Click submit and the site will appear a pop-up message for a successful request.



Apply

Please confirm your e-mail address and contact information.

E-Mail: a16111@nlpi.edu.tw

E-Mail: Please enter email address

Phone number: Please enter phone number

Mobile phone number: Please enter mobile phone number

Pickup location: Main Library

Location: Liming Branch

左撇子的電影博物館：看電影長知識,讓你的電影更好看 = Lefty's movie museum

| | |
|---|---|
| **Author:** | 左撇子著 |
| **ISBN:** | 9789864776573 |
| **Language:** | chi |
| **Publisher:** | 商周 |