

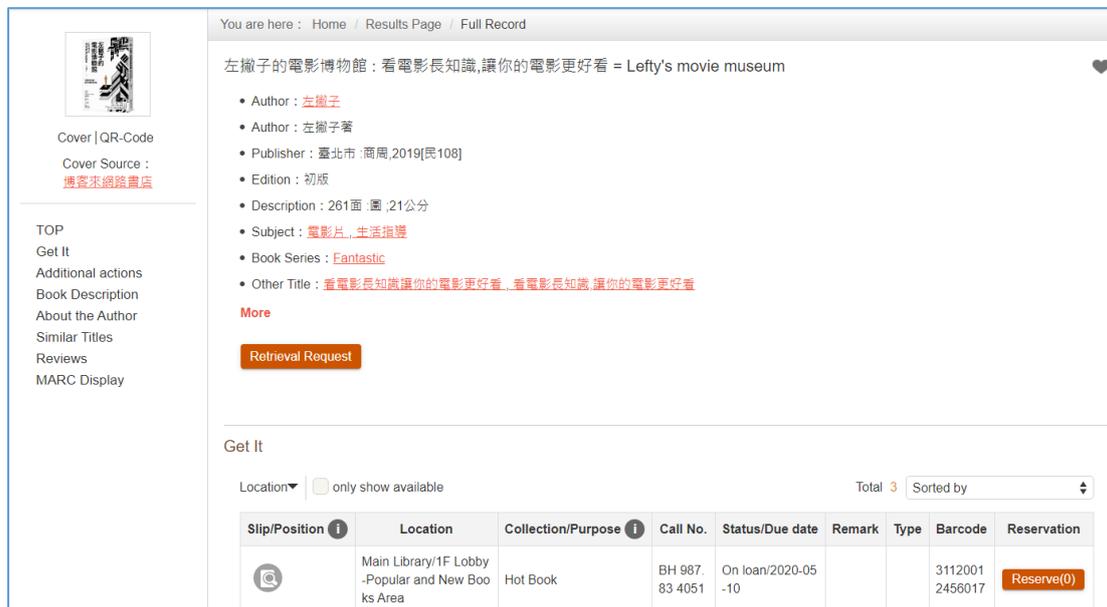
# Book Reservation & Retrieval Request Operation Guideline

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 six 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.

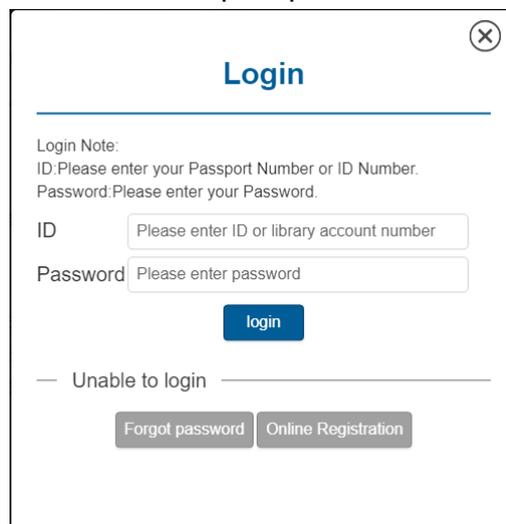
1. Search the book you need on the library catalogue, -If the material's status is "On loan", it is available for reservation.



The screenshot shows a library catalogue entry for the book "Lefty's movie museum" by Lefty. The page includes a cover image, a QR code, and a list of metadata such as author, publisher, edition, and subject. A "Retrieval Request" button is visible. Below the book details, there is a "Get It" section with a table showing the book's availability at different locations.

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			3112001 2456017	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.



The screenshot shows a login form with the following fields and buttons:

- Login Note:** ID: Please enter your Passport Number or ID Number. Password: Please enter your Password.
- ID:** Input field with placeholder text "Please enter ID or library account number".
- Password:** Input field with placeholder text "Please enter password".
- login** button.
- Unable to login** message.
- Forgot password** and **Online Registration** buttons.

- 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 :

Location :   
Main Library  
Liming Branch  
Zhongxing Branch

Barcode : 31120012456017

Call No. : BH 987.83 4051

Cancel the reservation date automatically :

**Confirm**

ipac.nlpi.edu.tw 顯示

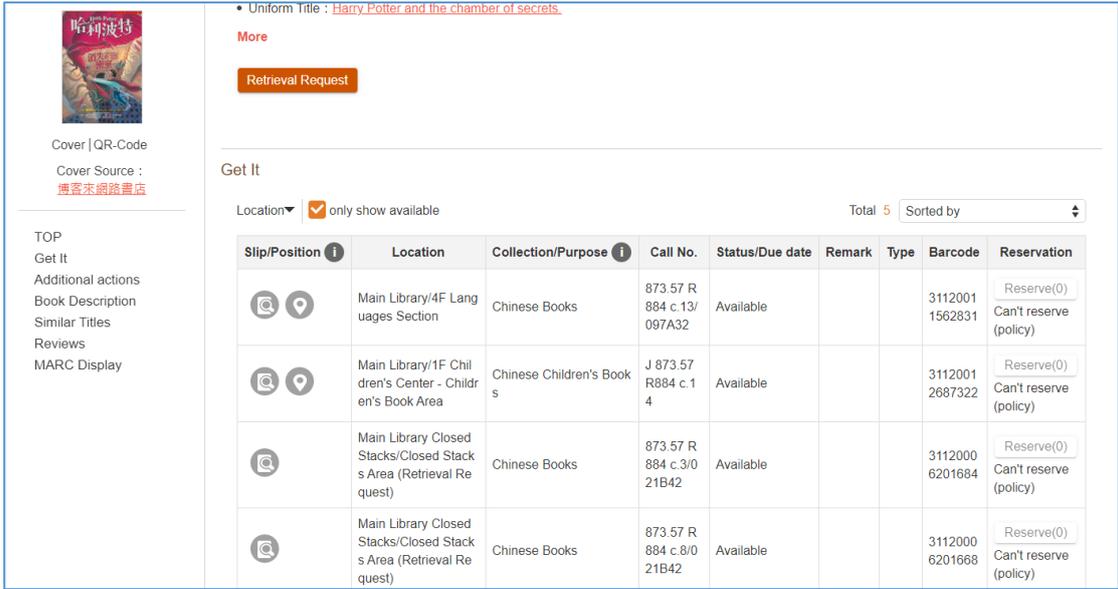
Reserve the book successfully

**確定**

- 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.](#)  
More

[Retrieval Request](#)

Cover | QR-Code  
Cover Source : [博客茶館書店](#)

TOP  
Get It  
Additional actions  
Book Description  
Similar Titles  
Reviews  
MARC Display

Get It  
Location  only show available Total 5 Sorted by

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	<a href="#">Reserve(0)</a> 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	<a href="#">Reserve(0)</a> Can't reserve (policy)
	Main Library Closed Stacks/Closed Stacks Area (Retrieval Request)	Chinese Books	873.57 R884 c.3/021B42	Available			31120006201684	<a href="#">Reserve(0)</a> Can't reserve (policy)
	Main Library Closed Stacks/Closed Stacks Area (Retrieval Request)	Chinese Books	873.57 R884 c.8/021B42	Available			31120006201668	<a href="#">Reserve(0)</a> 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

Password

— Unable to login —

(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:

	Keep room:	Call No.	Material type	Barcode
<input type="radio"/>	Main Library/4F Languages Section	873.57 R884 c.13	Chinese Books	3112001156 2831
<input type="radio"/>	Main Library/1F Children's Center - Children's Book Area	873.57 R884 c.14	Chinese Children's Books	3112001268 7322
<input type="radio"/>	Zhongxing Branch/Chung Hsin Branch 2F Book Stacks	873.57 R884 c.5	Chinese Books	3112200004 6800
<input checked="" type="radio"/>	Main Library Closed Stacks/Closed Stacks Area (Retrieval Request)	873.57 R884 c.3	Chinese Books	3112000620 1684
<input type="radio"/>	Main Library Closed Stacks/Closed Stacks Area (Retrieval Request)	873.57 R884 c.8	Chinese Books	3112000620 1668

(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:

E-Mail:

Phone number:

Mobile phone number:

Pickup location: Main Library

Location: Main Library Closed Stacks

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**哈利波特：消失的密室**

<b>Author:</b>	J. K. 羅琳(J. K. Rowling)著；彭倩文譯
<b>ISBN:</b>	9789573317586 (平裝)；9573317583 (平裝)
<b>Language:</b>	chi
<b>Publisher:</b>	皇冠文化

#### 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.

Cover | QR-Code  
Cover Source :  
[博愛來網路書店](#)

TOP  
Get It  
Additional actions  
Book Description  
About the Author  
Similar Titles  
Reviews  
MARC Display

You are here : Home / Results Page / Full Record

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 : [左樹子](#)
- Author : 左樹子著
- 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](#)

More

Retrieval Request

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Get It

Location ▼  only show available Total 3 Sorted by ▼

Slip/Position <sup>1</sup>	Location	Collection/Purpose <sup>1</sup>	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			3112001 2456017	<span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f4a460; color: white; font-weight: bold;">Reserve(1)</span>
	Liming Branch/Liming Branch 3F Book Stacks	Chinese Books	987.83.4051 c.1	Available			3112100 2487327	Reserve(0) <small>Can't reserve (policy)</small>

- (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).

(X)

## Login

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

ID

Password

[login](#)

— Unable to login —

[Forgot password](#)
[Online Registration](#)

- (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.

(X)

## Apply

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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:

	Keep room:	Call No.	Material type	Barcode
<input checked="" type="radio"/>	Liming Branch/Liming Branch 3F Book Stacks	987.83 4051 c.1	Chinese Books	31121002487327

[Next](#)

- (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:

Phone number:

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

<b>Author:</b>	左撇子著
<b>ISBN:</b>	9789864776573
<b>Language:</b>	chi
<b>Publisher:</b>	商周