

## How do I request extra print copies for other campuses?

If the item already appears in your Reading List:

1. From your list homepage, select **Edit list** from the **Edit** drop-down menu:

### PHE2SEP-Sport & exercise psychology

Summer 2015/16 (15 Oct 2015 - 20th Feb 2016) Draft



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Recent changes

Edit

This list relates to the time period **Summer 2015/16 (15 Oct 2015 - 20th Feb 2016)** which does not start until 15/10/2015

2. Locate the item you want to request copies of and select **Edit notes and importance**:

Dynamic administration - Kenneth Thompson, 2003  
Book | [Set Importance](#) | [Edit notes and importance](#) | [Request Digitisation](#)

Week 1 (2 items)

Edit notes and importance

3. You can type your request for extra copies in the **Note for library** section of the menu:

### Edit Item

Note for student

Show Help

Importance

Preliminary (reserve)

Show Help

Note for library

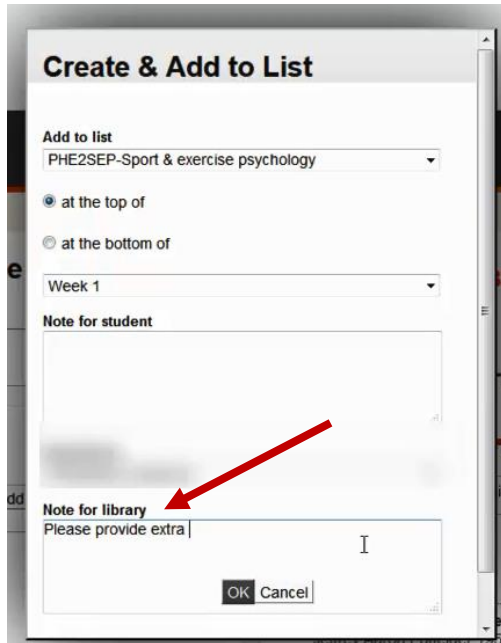
Please provide extra copies for Bendigo and Albury-Wodonga campuses

Show Help

## How do I request extra print copies for other campuses?

### For items not already bookmarked:

4. Follow the steps to bookmark your item and after selecting **Create & Add to List**, complete the **Note for library section** with your request for additional copies for campuses or regional schools.



**Create & Add to List**

Add to list  
PHE2SEP-Sport & exercise psychology

at the top of  
 at the bottom of

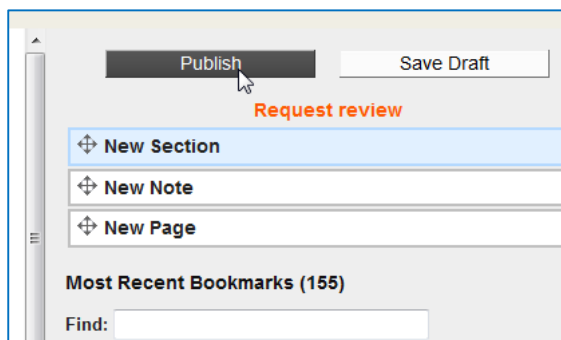
Week 1

Note for student

Note for library  
Please provide extra

OK Cancel

5. When you have completed your note, select **Save**.
6. To save these changes and to send your request to Library staff select the **Publish** button at the top right of your Reading List screen:



Publish Save Draft

Request review

New Section  
New Note  
New Page

Most Recent Bookmarks (155)

Find:

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### Additional notes:

- There are separate procedures for requesting purchases and digitisation.
- Required texts are automatically placed in 3 hour High Demand at the beginning of semester. The Library will decide whether to purchase additional copies and/or allocate Required and Recommended texts to 3 hour, 3 day or 7 day loan periods based on student numbers and user demand.