



## Popular links

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## FINDING THE CATALOGUE

**1** From the University homepage click on the students tab and then the **Our Libraries** link on the **Popular Links** tab to take you to the Libraries homepage.

**2** Then click on the **Southend Books** tab above the search bar, and search for books in the search bar. This will take you through to the catalogue, shown to the right.

A screenshot of the Southend Books catalogue search page. At the top, there are three tabs: 'Library search', 'Southend books' (which is highlighted in yellow and has a mouse cursor pointing to it), and 'E-books search'. Below the tabs, there is a search bar with the text 'Search the catalogue at the Forum, Southend' and a play button icon. To the right of the search bar, there is a text box that says 'Searches print books located in The Forum Library at Southend. Southend students should use 'Library search' for e-journals and e-articles and the e-books tab to search for eBooks'. Below the search bar, there is a small icon of a book and a text box that says 'Want to use our e-journal collection? Try our free trial of Browzine. Browse, search, read.' At the bottom of the page, there are logos for Essex County Council, Southend-on-sea Borough Council, and thurrock.gov.uk. There is also a navigation menu with links for Home, Search, My Account, E-books and E-audio, Reference library, Help, and Contact Us. At the bottom, there is a 'Keyword search' section with a search bar and a 'Search' button. Below the search bar, there is a 'Search tips' section with text that says 'Improve your results by using the filters on the search results page. You can remove applied filters by clicking on the 'X'. To view full details of an item, including library locations and availability click on an item. Change how your results display using the three red 'view' buttons at the top of your results and the options box.'

## VIEWING YOUR LIBRARY ACCOUNT

Essex County Council

southend on sea  
BOROUGH COUNCIL

thurrock.gov.uk

Increase text size: **AAA**  
Login / Register

Home Search **My Account** E-books and E-audio Reference library Help Contact Us

### Keyword search

What are you looking for?

Advanced search

Search

**Search tips**  
Improve your results by using the filters on the search results page  
You can remove applied filters by clicking on the 'X'  
To view full details of an item, including library locations and availability click on an item  
Change how your results display using the three red 'view' buttons at the top of your results and the options box

Along the top you can see a number of tabs. By clicking on the **My Account** tab you can view your current loans, renew books and see any fines.

## LOGGING INTO YOUR ACCOUNT

To access your account you will need to login.

Essex County Council

thurrock.gov.uk

Home Search

### My library

#### Login or Register

Please login to continue

Library card number

Password

Remember my login details (uses cookies)

Need help logging in?

Libraries Privacy Notice | ECC Privacy & Cookie Notice

Ok

Your password will be either your date of birth (DDMMYY) or the last three digits of your postcode (in lower case) unless you have changed it.

Not registered?  
> [Join the library](#)

Forgotten your password?  
> [Enter your card number, then click here](#)

Turn over your student card and type in the letters and numbers underneath the barcode e.g. 'FARRE98407502'. This is your library card number. Your password will often be your date of birth in six figures 'DDMMYY'

## RENEWING ITEMS

**1** To renew items click on Your current loans/renewals from the list of options in **My Account**.

**2** Select what items you want to renew by clicking on the small boxes. Then click on the red box **Renew selected loans**.

**3** Or to renew all your loans click on **Renew all loans**

### Your current loans / renewals

To renew individual items please use the tick boxes to select them, then click 'Renew selected items'. To renew all your items select 'Renew all loans'.

Items can be renewed up to seven times providing there is no waiting list, if you are unable to renew an item you can contact your library on 0345 603 7628, who may be able to extend your loan.

Please note that items with a hire charge such as CDs and DVDs will incur a new hire charge if renewed. Any charges will be accounted and can be paid when you are next in the library.

Tip: To see what needs renewing first, change 'Sort by' to 'Due date (ascending)'

Please remember to check the new due date after renewing items.

Renew selected loans  Renew all loans  
 Print  Send type

1 - 3 of 3

Sort by: Title (ascending)

**Clinical textbook of dental hygiene and therapy /**

Material type : HE Standard Loan  
Loan location : SOUTHEND ON SEA  
Loan date : Jan 16, 2017  
Due date : Feb 13, 2017  
No. of renewals (max 7) : 0  
Item lent today

**International Business, Global Edition /**

Material type : HE Standard Loan  
Loan location : SOUTHEND ON SEA  
Loan date : Jan 16, 2017  
Due date : Feb 13, 2017  
No. of renewals (max 7) : 0  
Item lent today

**Introduction to human resource management /**

Material type : HE Short Loan  
Loan location : SOUTHEND ON SEA  
Loan date : Jan 16, 2017  
Due date : Jan 23, 2017  
No. of renewals (max 7) : 0  
Item lent today

## RENEWING ITEMS VIA THE LIBRARY WEBSITE



Quickly renew books by going to the Libraries website and clicking on the **RENEW BOOKS** tab at the top, and selecting 'Southend'. This will take you to the catalogue, where you can log in and follow the same steps to renew as before.

## RESERVING ITEMS

### Record details



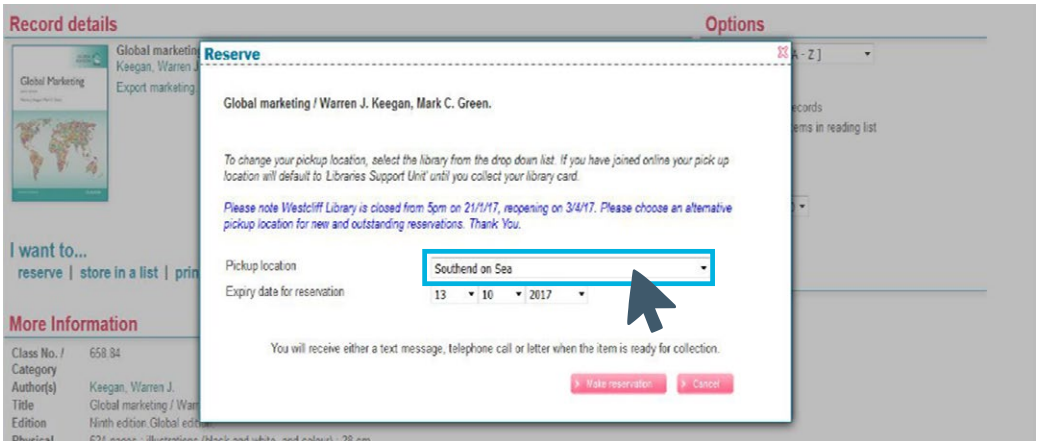
**Global marketing / [2017]**  
Keegan, Warren J.  
Export marketing. ; Business and Management

I want to...  
**reserve** | store in a list | print

To reserve items, search for the book you want. Bring up its record and underneath ***I want to***, click on ***reserve***.

You then need to log in as before.

## CHOOSING YOUR PICK UP LOCATION FOR RESERVED BOOKS



**Record details** **Options**

**Reserve**

Global marketing / Warren J. Keegan, Mark C. Green.

To change your pickup location, select the library from the drop down list. If you have joined online your pickup location will default to 'Libraries Support Unit' until you collect your library card.

Please note Westcliff Library is closed from 5pm on 21/1/17, reopening on 3/4/17. Please choose an alternative pickup location for new and outstanding reservations. Thank You.

Pickup location: Southend on Sea

Expiry date for reservation: 13 10 2017

You will receive either a text message, telephone call or letter when the item is ready for collection.

[Make reservation](#) [Cancel](#)

You can then choose where to pick up your book. Select ***Southend on Sea*** for the Forum library. Or you can choose from over 100 libraries within Essex. Please note it can take time for books to be delivered outside of Southend.

Make sure to speak to a librarian to update your contact preferences so you can choose to receive a text message, voicemail or letter when your book is in.

### NEED HELP USING THE BOOKS CATALOGUE?

We are based at the Info Point on the 2nd Floor of the Forum.

### Contact

T 01702 328484  
E [gbennett@essex.ac.uk](mailto:gbennett@essex.ac.uk)  
E [iona.farrell@essex.ac.uk](mailto:iona.farrell@essex.ac.uk)



University of Essex