STAFF

1. To access the Library Catalogue:
   - From the Staff intranet, under the heading My Apps, click on Library Services.
   OR
   - From the North Metro TAFE website, click on Current Students, Online Systems, then Library.

2. Scroll down to the heading Search the Library Catalogue.
   Click on Sign in here to Renew or Request items.

   NOTE:
   On campus: you will login automatically.

   Off campus: you will need to sign in with your staff network login. Username is your 500 number.

3. Click on Library Search.

4. Type in some search terms and press enter.
   To reduce your search results, under the ‘Tweak my results’ list, click on Available in the Library.

   This removes unavailable items and eBooks/online articles from the list.
5. Click on the title of the book/journal you would like to request.

6. Scroll down to the header REQUEST OPTIONS and click on Request.

7. Next to Pickup location, click on the arrow to view the dropdown menu and choose a library.

Then click on Request.

8. If a confirmation message comes up, the request has gone through successfully.

You will receive an email when it’s ready to pickup.

If you’re having any problems, phone your closest NMT Library or email library@nmtafe.wa.edu.au.