



Getting started with LibraryLink

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WHAT IS LIBRARYLINK

LibraryLink connects public library catalogues across Victoria so that a library member can check the holdings of other libraries and reserve titles online.

BEFORE YOU BEGIN

To use LibraryLink you will need:

- Your Library card number
- Your Library Pin

Note: Please search the Darebin Libraries Catalogue before searching on LibraryLink

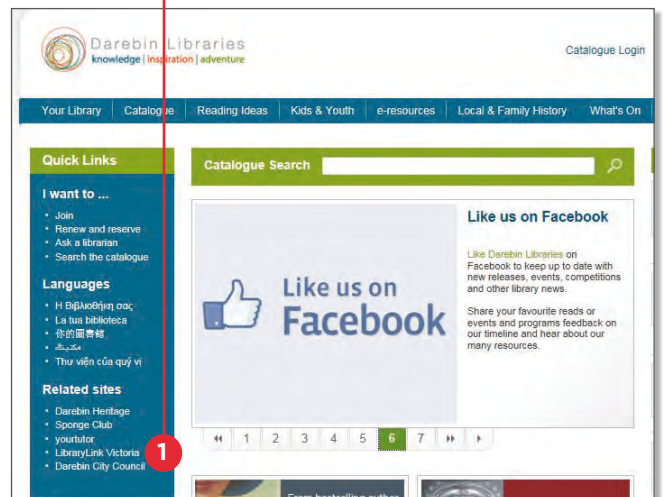
ACCESSING LIBRARY LINK

In your address bar:

Type www.darebinlibraries.vic.gov.au

Select **LibraryLink** on the left in the **Quick Links** section

Select LibraryLink Victoria



STANDARD SEARCH

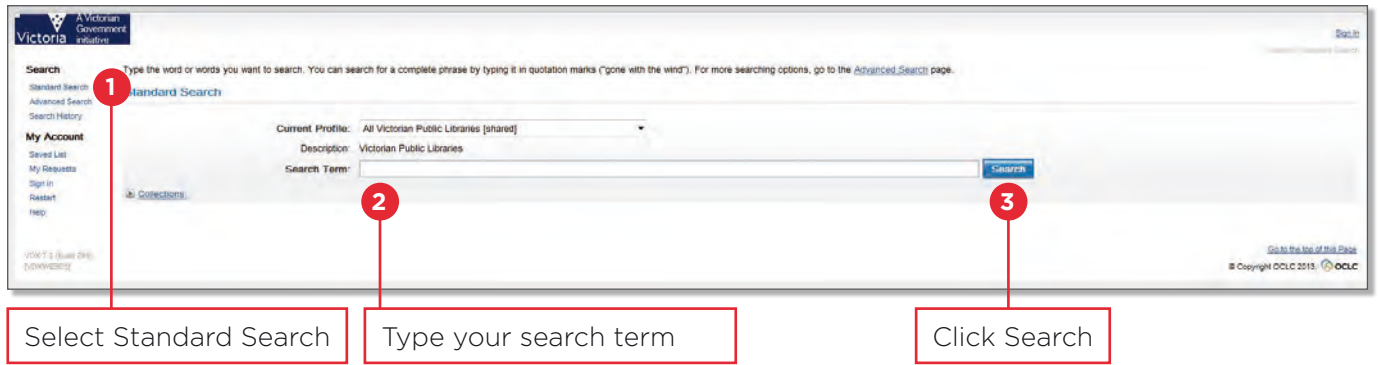
Use **Standard Search** if you have limited information about the item.

Click **Standard Search** on the left hand

Type Your search term in the box provided

Click **Search**

You can choose to refine your search if you have too many results.

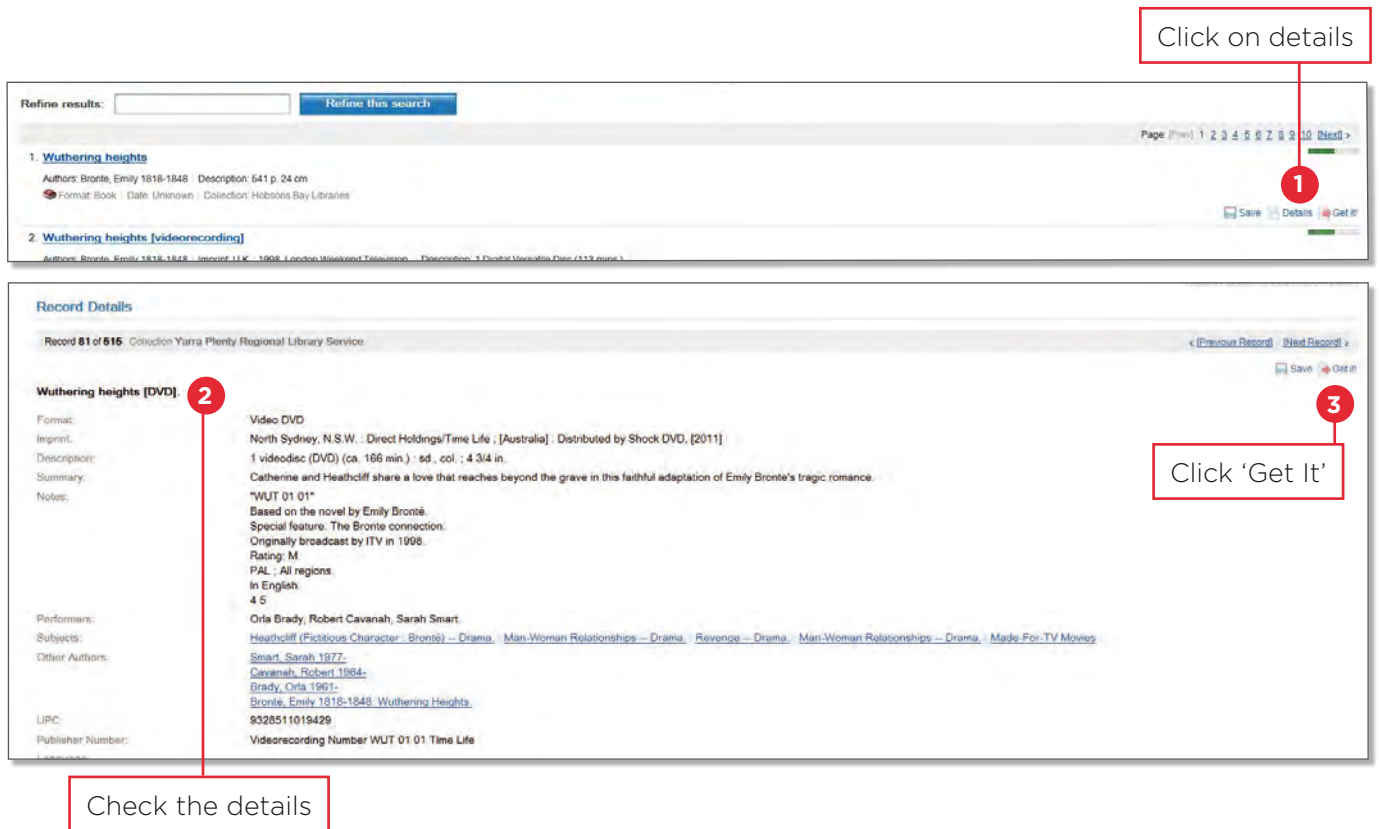


RETURNED SEARCH RESULTS

Click **Details** on the title you would like to view

Check The record details to make sure this is the item you would like to request. Ensure that it is the correct format eg. book, DVD, large print.

Click **Get It** in the top right of your Records Details screen



ADVANCED SEARCH

Use **Advanced Search** if you have more information about the item. This will provide more in depth results.

Type Your **title** in the box provided

Type Your **author** in the box provided. You can also change the **field** by selecting from the dropdown menu.

Click **Search**

You can choose to refine your search if you have too many results.

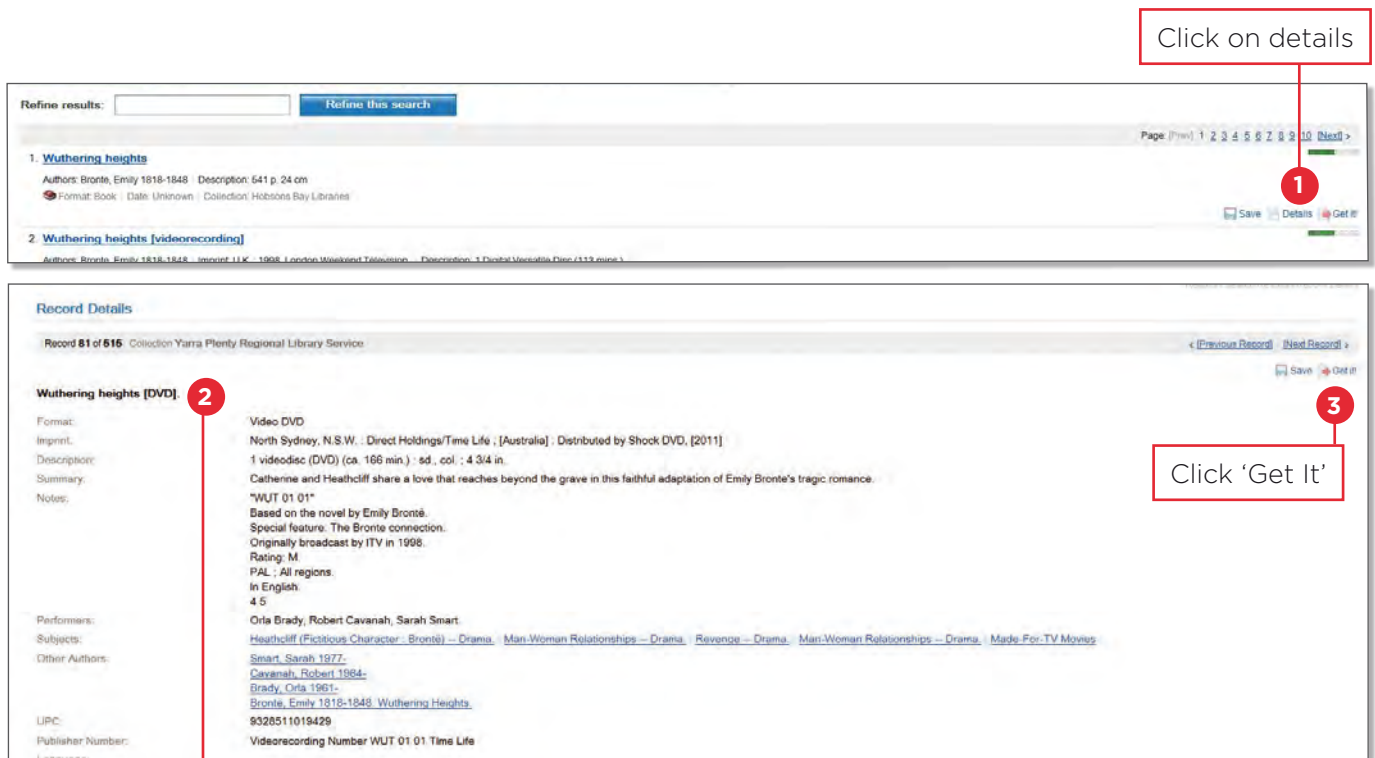


RETURNED SEARCH RESULTS

Click **Details** on the title you would like to view

Check The record details to make sure this is the item you would like to request. Ensure that it is the correct format eg. book, DVD, large print.

Click **Get It** in the top right of your Records Details screen

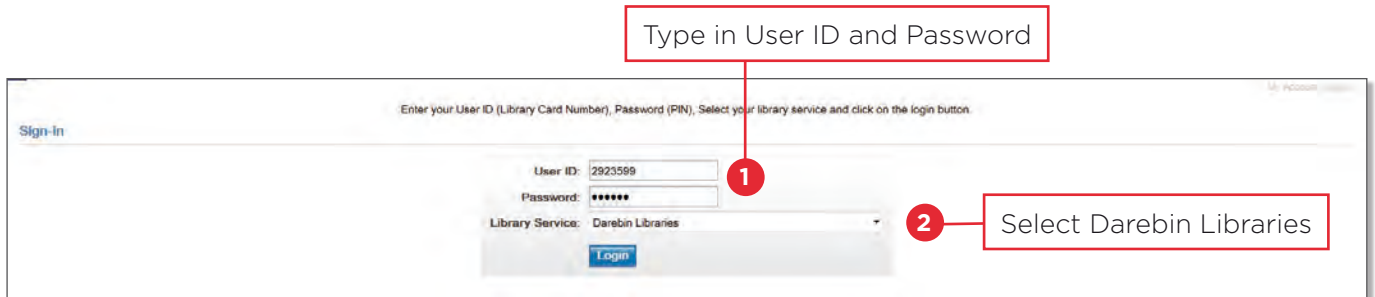


Check the details

REQUESTING ITEMS

REQUEST ITEM

- Type In **User ID** type in your library barcode number
- Type In **Password** your 6 number library PIN
- Select **Library Service** drop down menu and select Darebin Libraries



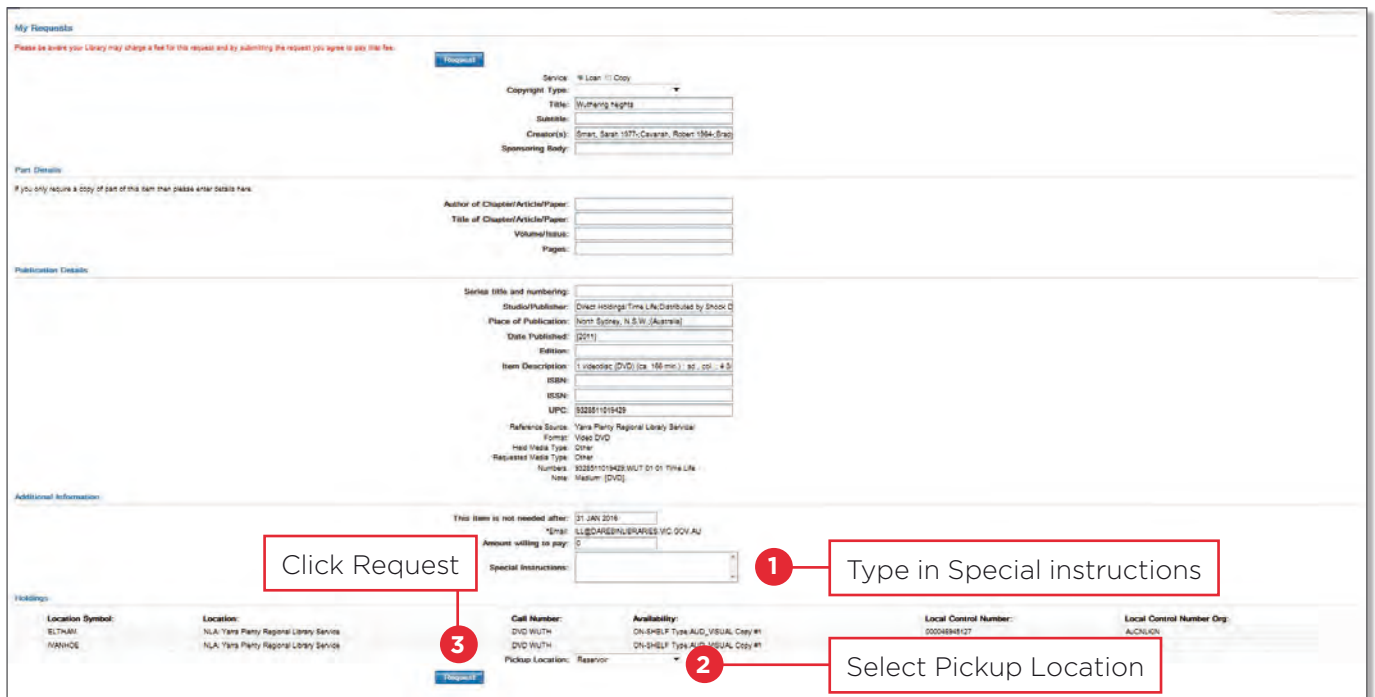
FINALISING REQUEST

- Click **Loan**, if the item is something you wish to borrow
- Check All details on the screen are correct

Some loans can cost \$16.50. Darebin Libraries will firstly try to find the item for free. If this is not possible, and you are willing to pay the standard fee of \$16.50 for the item, please let us know in the **Additional information** section in the box titled **Special Instructions**.

If you require a particular format please also insert the details in the **Additional information** section in the box titled **Special Instructions**.

- Type In **Special Instructions** 'happy to pay \$16.50' if you are willing to pay
- Select **Pickup Location** where you would like to collect your item
- Click **Request** at the bottom of the page to finalise your request



Once your request goes through, loans may take up to 10 weeks to be processed

REQUEST RESULT

You have the option to print out your request confirmation.



CONTINUING SEARCHING

Select **Standard Search** or **Advanced Search** from the left hand menu options



Select Standard or Advanced search

STATUS OF REQUEST

When you are logged in

Click **My Request** on the left menu option
Check **Status** to get an update of your your request

Click **Cancel** if you would like to cancel your request

Click **Show everything** check box to see all of your requests



SIGN OUT

Select **Sign Out** near the top right of the screen to log out of LibraryLink



Select Sign Out

DAREBIN LIBRARIES

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PO Box 257, Preston Vic 3072
T 1300 655 355
E contact_us@darebinlibraries.vic.gov.au
darebinlibraries.vic.gov.au



National Relay Service

TTY dial 133 677 or
Speak & Listen
1300 555 727
or iprelay.com.au
then enter
03 8470 8888



Speak your language

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Ελληνικά Somali
हिंदी Tiếng Việt