

## Ordering stock.

1. Open the Lyit Library Homepage: <https://library.lyit.ie>
2. Click on getting started, then staff
3. Select Buying Books
4. Click on the book supplier links. Usernames and Passwords are as follows

Proquest Coutts book supplier username **cbi0502** Password **mlb411**

YBP eBook supplier username [library@lyit.ie](mailto:library@lyit.ie) password **allstaff2!**

Booknest has open access

## Buying books for your use in the classroom

- ▶ Download the book order form
- ▶ Check the book supplier ProQuest for the book entering ISBN, author, title *etc.*
- ▶ If available fill out the form and get approved and signed by your Head of Dept. only
- ▶ Take the form to the Department Administrator to be ordered through Agresso
- ▶ The item will go directly to you when it arrives and it will be for your sole use in the classroom
- ▶ It is **not** part of the library collection

# Buying books for your students' use

- ▶ Download the book order form
- ▶ Check the book supplier ProQuest for the book entering ISBN, author, title etc.
- ▶ If available fill out the form and get approved and signed by your Head of Dept. **and the College Librarian**
- ▶ Take the form to the Department Administrator to be ordered through Agresso
- ▶ When the item arrives you will be contacted by a member of staff in the library to confirm loan status you require ( Reference/3 Day Loan/normal Loan etc.)
- ▶ The item will be in the library collection for general use

Record stock orders for personal/ classroom use on a separate order form.