The Academy Libraries 香港演藝學院圖書館
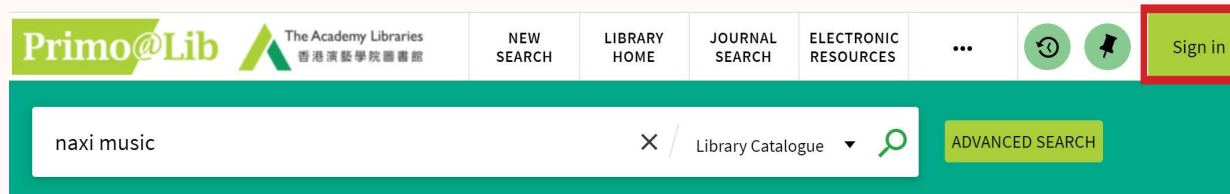The Hong Kong Academy for Performing Arts 香港演藝學院
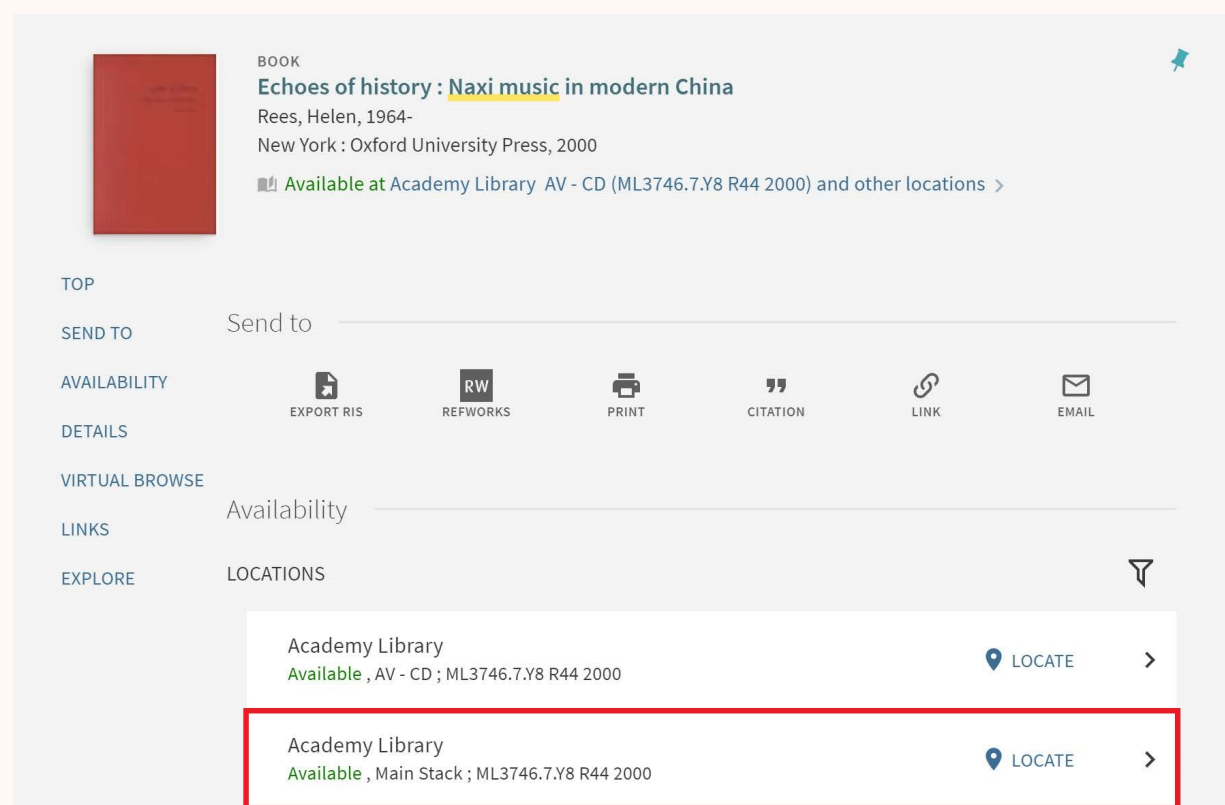
# Online Book Request Service

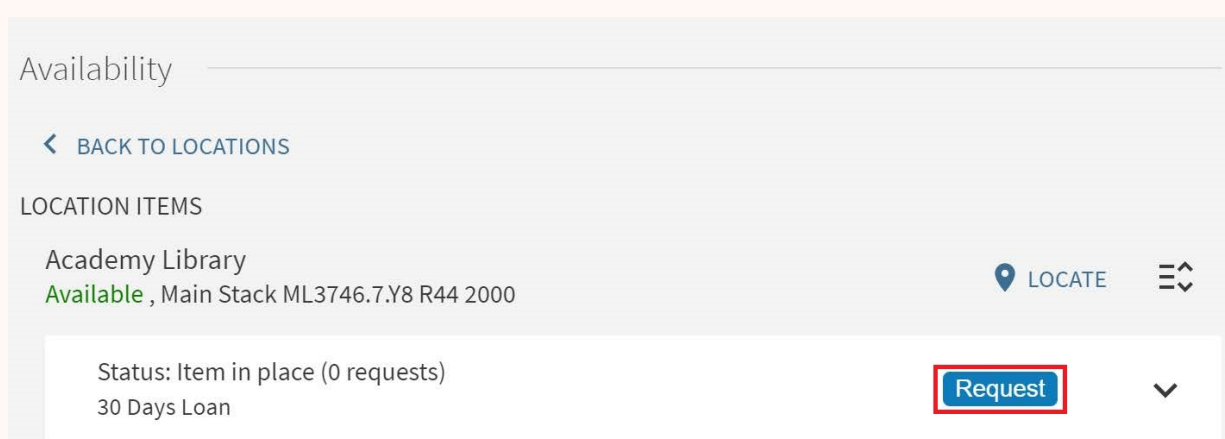1. You will need to sign in Primo@Lib to make request. Enter Keyword in the search bar to start searching.



2. Click on the title to view the full record.



3. Click on the item that you would like to request.



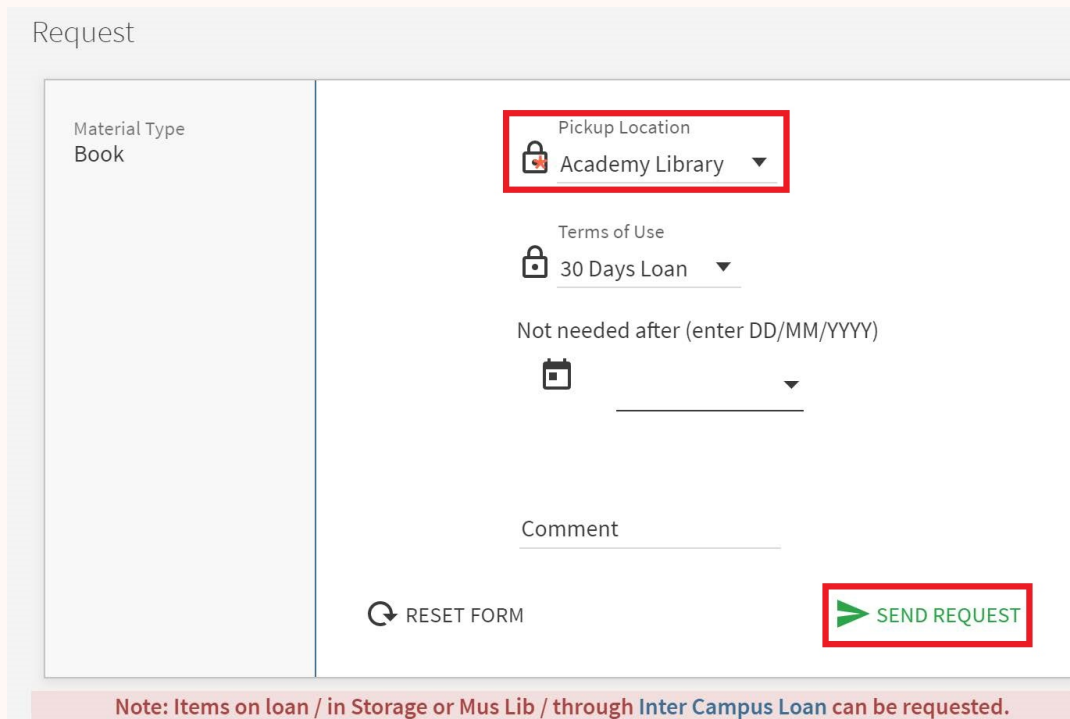4. Click "Request" button under Availability.

http://lib.hkapa.edu

# Online Book Request Service

5. Pickup location will automatically be set to "Academy Library". Click "SEND REQUEST". It's optional for you to select a date after which the requested item is no longer needed.

**Request**

| Material Type | Pickup Location |
| --- | --- |
| Book | 🔒 Academy Library ▼ |

🔒 Terms of Use
30 Days Loan ▼

Not needed after (enter DD/MM/YYYY)
📅 _____ ▼
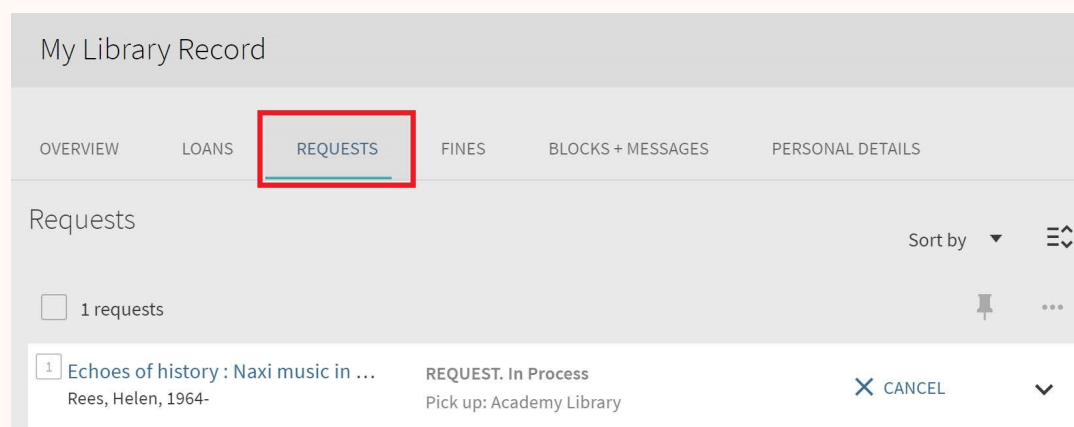
Comment
_____

↻ RESET FORM    ➤ SEND REQUEST

Note: Items on loan / in Storage or Mus Lib / through Inter Campus Loan can be requested.

6. The following message will be shown if the request is successful.

Your request was successfully placed

7. You will receive an email notification when the requested item is ready for pickup. The latest status of the requested item can also be found in the "REQUESTS" tab of "My Library Record".

**My Library Record**

OVERVIEW    LOANS    REQUESTS    FINES    BLOCKS + MESSAGES    PERSONAL DETAILS

Requests                                                    Sort by ▼    ⬍

☐ 1 requests                                                          📌    ...

🔲 Echoes of history : Naxi music in ...    REQUEST. In Process    ✕ CANCEL    ⌄
   Rees, Helen, 1964-                       Pick up: Academy Library

The pickup service is available from 1:00 – 6:00 pm, Monday – Friday. Please call 2584-8510 upon arrival and a member of library staff will check out and deliver the requested item to you outside the Facilities Services Centre at Wan Chai Campus (except public holidays).

To return the loaned item, please drop it to the Book Return **outside the Facilities Services Centre**.

## General Enquiries        WhatsApp: 2584-8524    E-mail: library@hkapa.edu