

How to order books online

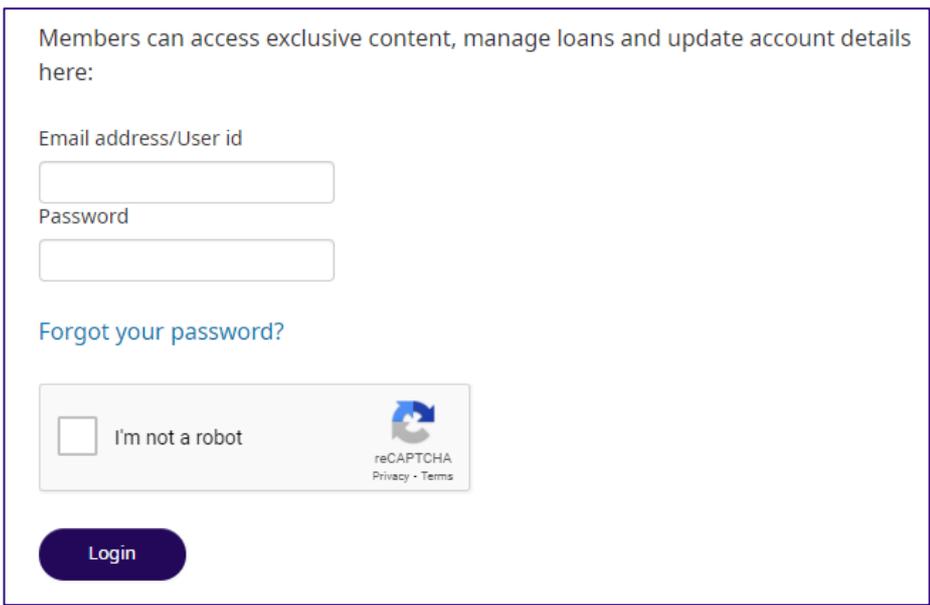
Step-By-Step Guide

How to order books online

This step-by-step guide will help you in ordering physical books by logging on to the library website. We have captured step-by-step screenshots to guide you through the process.

Step 1

Visit the [My Account](#) page to sign into your library account.



Members can access exclusive content, manage loans and update account details here:

Email address/User id

Password

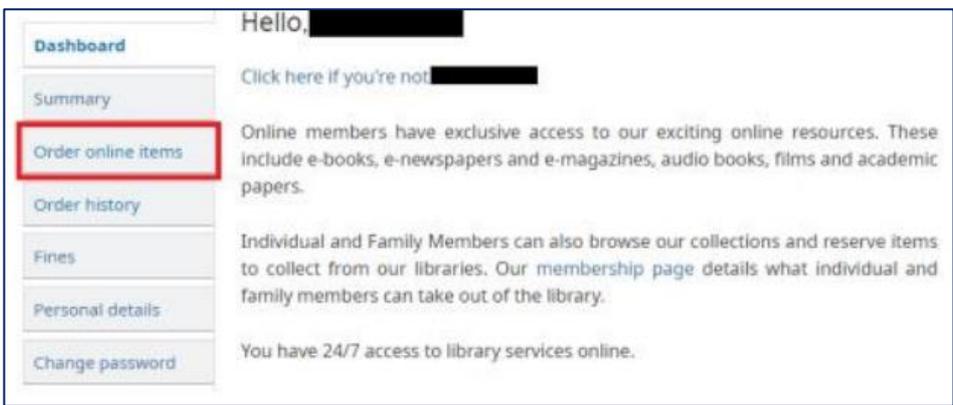
[Forgot your password?](#)

I'm not a robot 
reCAPTCHA
Privacy - Terms

[Login](#)

Step 2

Once logged in, click on the 'Order online items' tab from the left side list as shown below.



Dashboard

Summary

Order online items

Order history

Fines

Personal details

Change password

Hello, [redacted]

Click here if you're not [redacted]

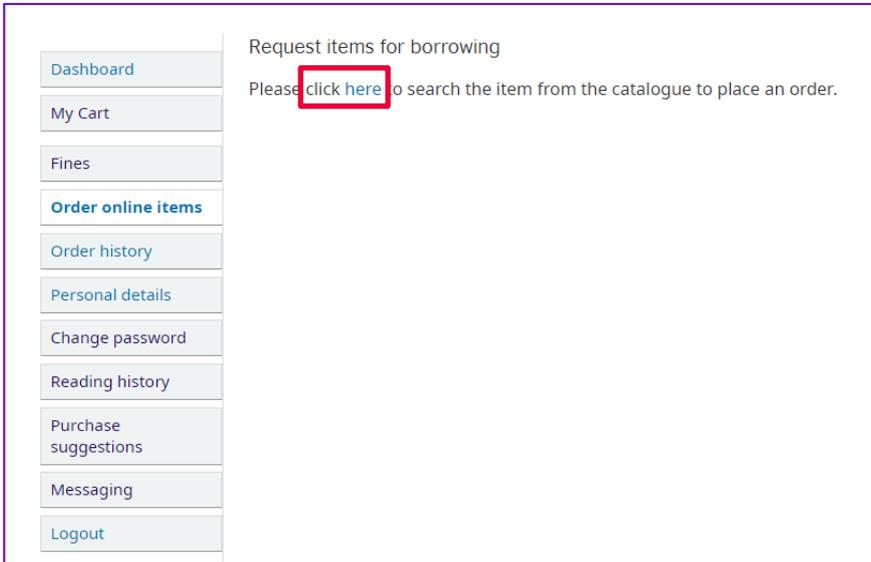
Online members have exclusive access to our exciting online resources. These include e-books, e-newspapers and e-magazines, audio books, films and academic papers.

Individual and Family Members can also browse our collections and reserve items to collect from our libraries. Our [membership page](#) details what individual and family members can take out of the library.

You have 24/7 access to library services online.

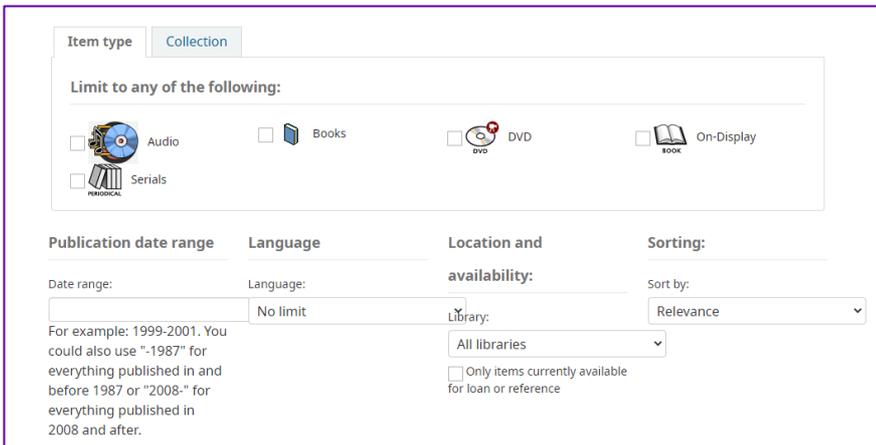
Step 3

Click on the link 'here' to search for books on the catalogue as shown below.



Step 4

- a) Once you will click on 'Click here' option to search the item, below search options will open.
- b) Select the item type you would like to order and choose 'Yangon' in 'Location'. Please note that book delivery service is not available yet in Mandalay.
- c) Choose the check box 'Only items currently available'



Step 5

From the results page, select the book from the list and click on the title based on the item availability as shown below.

Return to the last advanced search

1 2 3 4 5 6 7 8 9 10 Next » Last »

Relevance

Unhighlight | Select all Clear all | Place hold

1. **100 Great Brits : a rhyming history form Bede to Beckham James Muirden [Text]**
by Muirden, James.
Publisher: Summersdale 2007
Availability: No items available : **Withdrawn (1)**.

2. **100 + Ideas for Teaching English Angella Cooze [Text]**
by Cooze, Angella.
Publisher: London Continuum 2007
Availability: **Items available for loan: Yangon [Call number: 420.7 COO] (1)**.

Step 6

Click on the title you would like to order. Once you are on the title details page, click on the 'Order online' in the item holdings tab as shown in the screenshot below.

Normal view | MARC view | ISBD view

Berryman's Fate : a centenary celebration in verse editor : Philip Coleman [Text]

Publisher: Dublin Arlen House 2014
Description: 96pp, 22cm, pbk
ISBN: 9781851321124
Subject(s): IRISH POETRY
DDC classification: 821

Holdings (1) | Comments (0)

Item type	Current location	Collection	Call number	Status	Date due	Barcode	Item holds
Books	Yangon 800-899.99999	BCL Yangon	821 BER (Browse shelf)	Available Order online		075235	

Step 7

Then, click on 'Confirm' button to order the items.

Request items for borrowing

Please click [here](#) to search the item from the catalogue to place an order.

Title	Call no. ↕	Holding Library ↕	Itemtype ↕	Barcode ↕	Action ↕
Berryman's Fate : a centenary celebration in verse ()	821 BER	Yangon	Books	075235	Confirm

Step 8

Once the order is confirmed, you will receive an acknowledgement email of the order shortly, as shown in the screenshot below. You will receive a phone call before your order delivery.

Dear Yamin Nyi Nyi (B045453)

Title: 100 creative drawing ideas
Author:
Barcode: 060703

Thank you for placing an order with us.

"Please wait for a SMS/email confirmation for your book delivery".

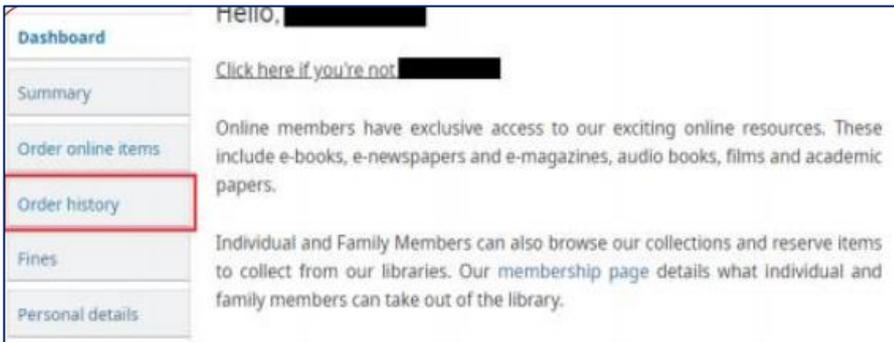
Thank you for your co-operation.

Library Team

How to cancel books online

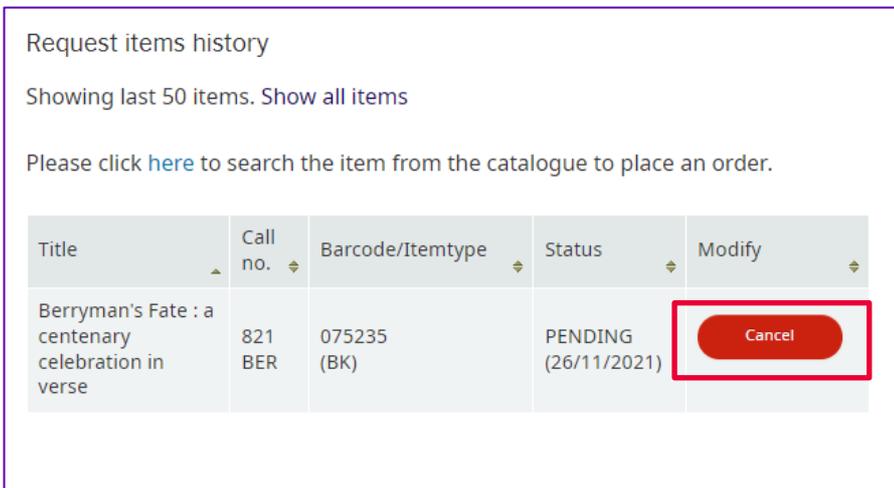
Step 1

To cancel your online order, log into your library [account](#) and go to the 'Order history' tab from the left side list as shown below.



Step 2

This will list all your online orders. Click on the 'Cancel' button of the order that is placed as shown below. The 'cancel' button is available only for 24 hours from the time an order is placed.



Step 3

Once you click on 'cancel' button, you will receive an email acknowledgement as shown in the screenshot below. Then, your cancellation is successful.

