HOW TO...
REQUEST INTER-CAMPUS DELIVERY

HKIEd Student, Staff, Self-funded Non-credit Bearing Programme Students, Staff Dependants and Alumni of the Institute can request circulating materials housed in MMW Library be sent to the Tseung Kwan O Student Centre Learning Commons for borrowing, or vice versa.

The procedure is same as placing a hold on a checked-out item.

1. Click the ‘Request Item’ button

2. Again, click the ‘Request’ button

This title is AVAILABLE in MMW Library, now you want to pick up at the TKO Study Centre Learning Commons
3a. HKIEd Students and Staff:
Enter HKIEd Network Username and Password here, and select pickup location.

3b. Self-funded Non-credit Bearing Programme Students, Staff Dependents and Alumni:
Enter your Name, Library No., PIN and select pickup location.

NOTE: Items cannot be requested for delivery within the same library unless they are currently on loan. Invalid requests will be cancelled by the Library.

4. Click ‘Submit’

5. Click ‘Request Selected Item’ to confirm

6. A message indicates that your request has been received. The item will be sent to the ‘Pickup Location’.