



Darul Ulum College of Victoria

Steps for Borrowing Books from the School's Library Using the Online Portal

Please note you will need your student login details to use the Online Library Portal.

Steps:

1. Open the website for Darul Ulum College of Victoria
2. At the bottom of the page, click on: **School Library**
3. On the top righthand corner click on: **Log in**
4. Enter your username and password
5. Using the **Search** section, you may search a book by the author's name, book title or series title.
6. Any book with a green tick means it is available.
7. If you tick on a book, on the left-hand side of the screen the book will show with a basket underneath.
8. Click on the basket.
9. The basket title will show the number of books you have chosen.
10. After choosing a maximum of four books, click on the basket with the figure in the bracket.
11. The image of the four books will appear. Click on **Reserve** then log off.

Your selected items will be passed to the reception within 3 working days from the date of reservation. A receptionist will contact your parents to arrange a time for collection from the front gate. Please note items will not be provided without a prebooked appointment.

Please ensure to drop off any library items that are overdue.