AIM Library
Online Catalogue Quick Guide

- Open the online catalogue here and *read the introduction* on the home page
- Search using **Quick** or **Advanced** search
- In the **Search Results** list click on the title of the item to find out more about it
- In the **Abstract** field click on more…for a summary or chapter headings where available
- Request loans using **Ask the Library** from the left hand side menu (no need to log on with your library ID). You can borrow items from any location
- Loans can be delivered (at AIM's expense) and returned (at your expense) by post, or you can return them to your local AIM office
- To renew loans online, log on with your **Library ID**, go to **My Profile/Loans & Reservations** on the LHS and click Renew
- To reserve an item currently on loan, log on with your **Library ID**, and click the reserve

  item icon under **Item Availability** in the **Full Record** of the item. The library will contact you when it is available

- Get in-context help wherever you see an 'ask button' on the page.

To get your library ID or assistance from the Business Librarian contact the library
library@aim.com.au
02 9956 3034