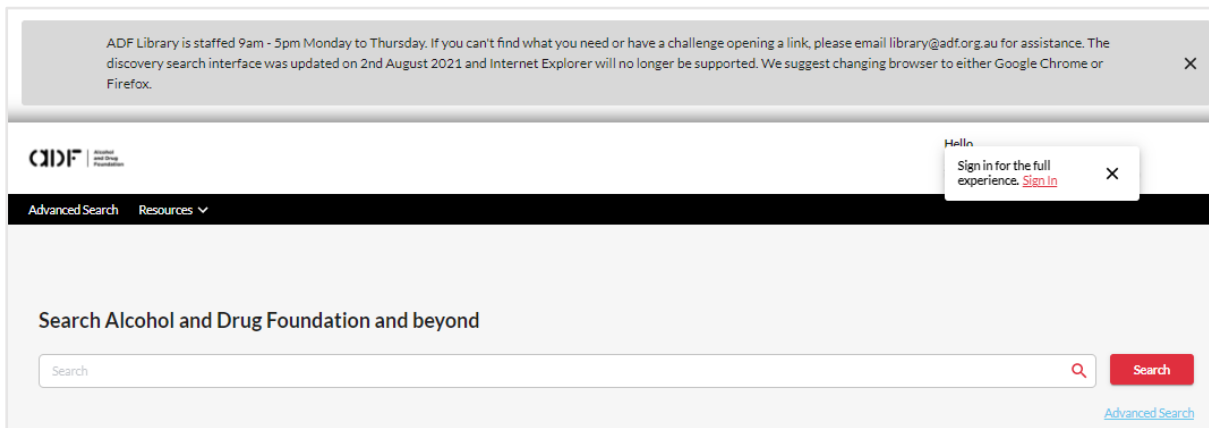


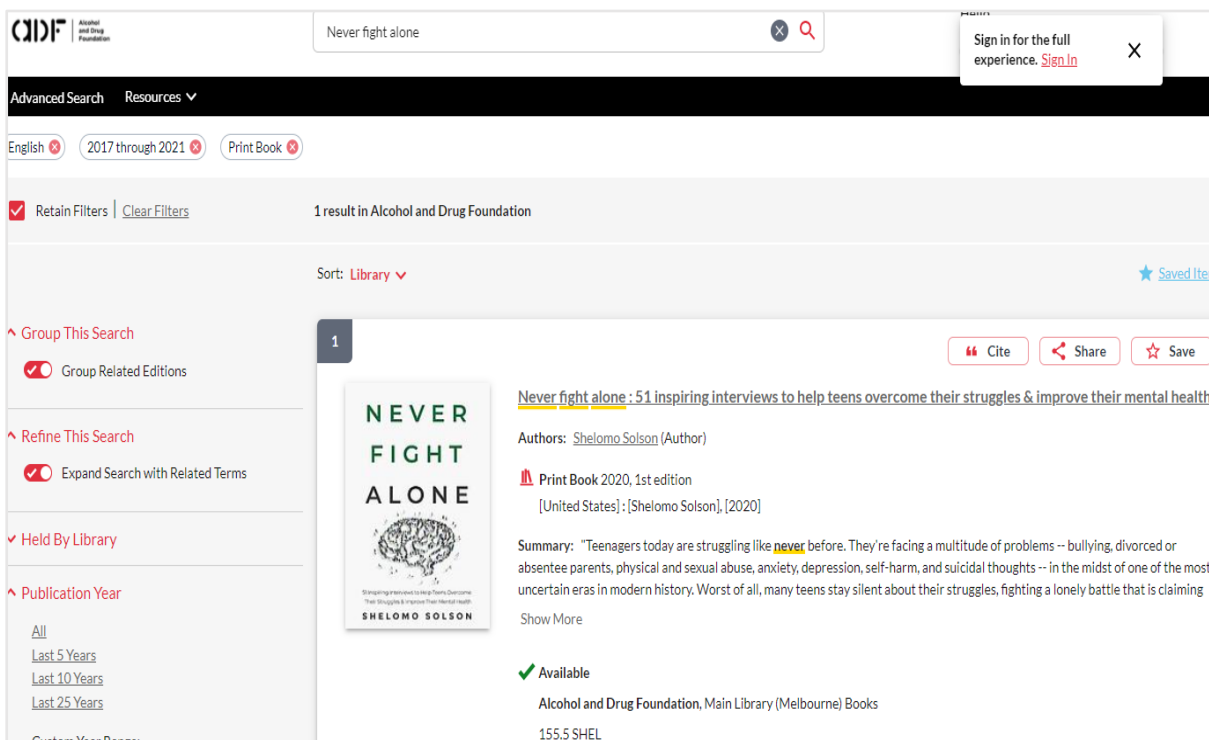
How to borrow print books.

When you want to borrow a print book that you've found in the **ADF Library WorldCat discovery system**, you will need to follow this process to either **pick up the book** or have it **posted to you**. You can **renew your book** online any time. You also need to **return your book**.



Selecting a book and placing a hold.


1. Find your book in the **ADF Library WorldCat discovery system** as outlined in the **How to find print books guide**. Select the **title link**.



2. Select the To borrow place hold here tab.

1

Cite
Share
Save



Never fight alone : 51 inspiring interviews to help teens overcome their struggles & improve their mental health

Authors: [Shelomo Solson](#) (Author)

Summary: "Teenagers today are struggling like never before. They're facing a multitude of problems -- bullying, divorced or absentee parents, physical and sexual abuse, anxiety, depression, self-harm, and suicidal thoughts -- in the midst of one of the most uncertain eras in modern history. Worst of all, many teens stay silent about their struggles, fighting a lonely battle that is claiming

[Show More](#)

Print Book 2020, 1st edition
[United States] : [Shelomo Solson], [2020]

Access Options

✓ Available
 Alcohol and Drug Foundation
 Main Library (Melbourne)
 Books
 155.5 SHEL

To borrow place hold here

3. Sign in if you haven't already.

Alcohol
and Drug
Foundation

If you don't know your User Name please complete the [Join the ADF Library form](#). First time users, click SET/RESET PASSWORD, then enter your User Name below which was sent to you in [... More](#)

SIGN IN

User Name*

adf1234

Click Reset below for PW*

👁


SIGN IN

4. Complete the Submit a Place Hold Request form to borrow your book. **Select your pickup option from the dropdown menu.** If you have any specific comments or need your resource between certain times, complete those sections too. **Select Submit.** This form will be emailed to library@adf.org.au. Please allow three working days for a response.


Submit a Place Hold Request

Required *

i 1 available from 1 copy of this title. There is 1 hold requested for this title.



Never fight alone : 51 inspiring interviews to help teens overcome their struggles & improve their mental health by [Shelomo Solson](#)

 Print Book

I need *

Any Copy

I want to use items from *

*Institution Name **
Alcohol and Drug Foundation

*Pick Up Options **

Main Library (Melbourne) - Front Desk

Choose pick up option
Main Library (Melbourne) - Front Desk
Main Library (Melbourne) - Deliver by Aust. Post - Return post at member cost

Need a specific copy or volume? Anything else we need to know about this request?

Submit
Cancel

5. You will see the confirmation of your reservation hold confirming your pickup location.

Place Hold Submitted

✓ You are 2 of 2 in the hold queue.



Never fight alone : 51 inspiring interviews to help teens overcome their struggles & improve their mental health by [Shelomo Solson](#)

 Print Book

I need *

Any Copy

I want to pick up at: Main Library (Melbourne) - Deliver by Australia Post.

Return to Search
View Requests


6. Within three working days you will receive an email from the ADF Library to confirm your details. It will include a link to the Library Borrowing: Pickup/delivery details form. Please **complete the form** and return it to library@adf.org.au.

Library Borrowing: Pickup details


- Using the information in the email you have received, complete the Library Borrowing: Pickup details form by copying and pasting the title, author, and item barcode.

Place Hold Submitted

You are 2 of 2 in the hold queue.



Never fight alone : 51 inspiring interviews to help teens overcome their struggles & improve their mental health by [Shelomo Solson](#)

 Print Book

I need *
Any Copy

I want to pick up at: Main Library (Melbourne) - Deliver by Australia Post.

Return to Search
View Requests

- Complete the rest of the form including ticking the box and submit. Here is the Pickup option for the Main Library in Melbourne. See below for the Delivery option.

Pickup
 Delivery

I would like to pick up this item at...

ADF Library
Level 12, 607 Bourke Street,
Melbourne 3000, Victoria.

Date/Time *

30	07	20	📅
11	:	15	AM

Confirmation of lending

I understand that the ADF Library will renew the item three times automatically unless someone else reserves the item and then I agree to return it by the next due date.

Submit Form

- Come into the ADF Library to pick it up at the agreed time. If something changes, please call 9611 6158 or email library@adf.org.au to re-arrange the time. Address:

ADF Library

Level 12, 607 Bourke Street (Corner of King Street)

Melbourne 3000

Library Borrowing: Delivery details

1. Complete the Library Borrowing: Delivery details form by copying and pasting the information from the email sent to you by the library@adf.org.au.

Library Borrowing: Pickup/ delivery details

This service is only for ADF Library members residing in Australia

Item Title *

Item Author *

Item Barcode *

2. Complete the rest of the form including ticking all the boxes and submit.

I would like this item to be posted to me at:

Address *

Address Line 1

Address Line 2

City

State

Postcode

Confirmation of lending

I understand that the ADF Library will carefully wrap and post the item to the address above and will email me a copy of the tracking details and due date.

I understand that the ADF Library will renew the item three times automatically unless someone else reserves the item and then I agree to return it by the next due date.

I understand that I am responsible to carefully wrap the item and return it by the due date to the ADF Library address above with the mobile number 0423 016 959 and for emailing a copy of the tracking number to library@adf.org.au

- Your book will be loaned out to you, and you will receive a confirmation email with the due date.

ADF Library items borrowed

no-reply@oclc.org

To: ADF Library

↶
↷
→
⋮

Mon 5:12 PM

i We removed extra line breaks from this message.

Dear ADF Library member,

The items listed below have been borrowed and are now on loan to you. They will be due in 21 days. Please take care of them and thank you for visiting ADF Library.

Due Date Receipt

Name: Selina Song

Call Number: 362.29082 VALE

Title: Woman of substances : a journey into addiction and treatment / Item Barcode: 001854 Due Date: 17/08/2020 11:59 PM

Enjoy your materials, and please return them on time. Thanks for visiting your library

You will be able to renew your items three times if no-one else reserves the title/s by going to your ADF Library member page on <https://adf.on.worldcat.org>

If you have any questions about this matter or need assistance, please contact the ADF Library:

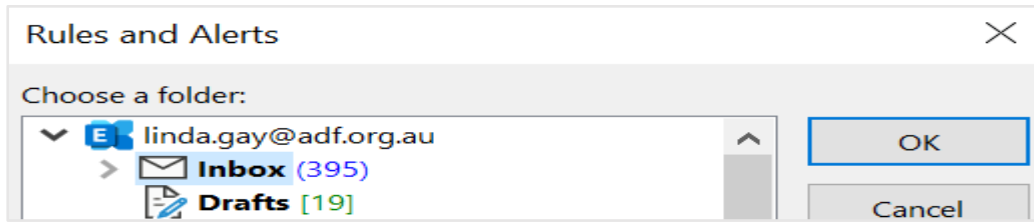
Phone: (03) 9611 6158

Email: Library@adf.org.au

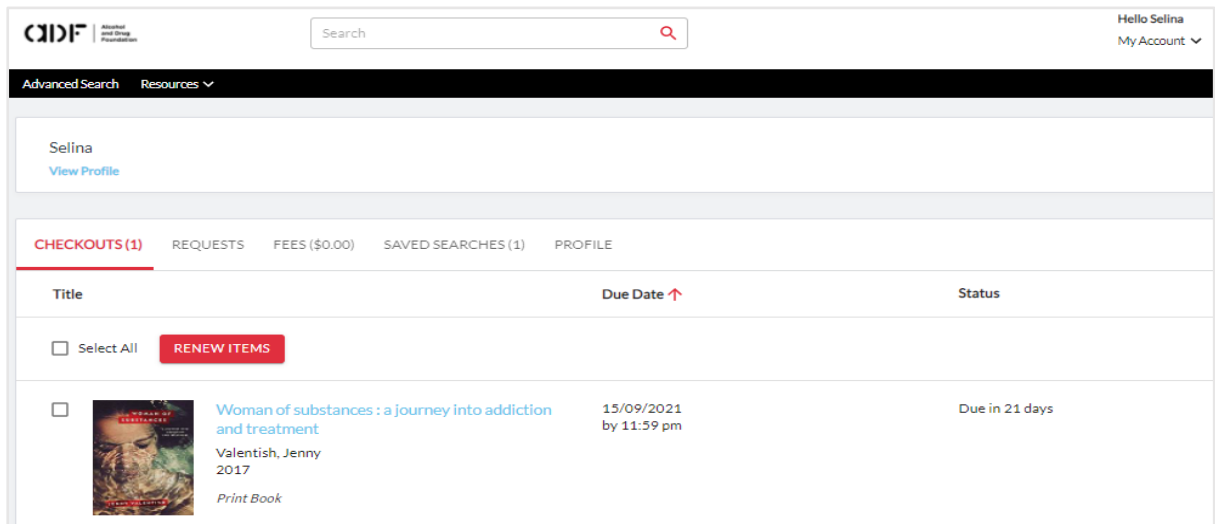
- Please note that the email will come from no-reply@oclc.org and may go to your junk or spam. It is recommended that you make a rule to move these emails so that you will receive your ADF Library notifications.
- In Outlook, right click on the email with the address no-reply@oclc.org and hover over Rules and click on Always Move Messages from no-reply@oclc.org.

The screenshot shows the Outlook interface. On the left is the navigation pane with folders like Favorites, Inbox (395), Sent Items, Deleted Items (1124), and various workgroups. The main pane shows a focused email from no-reply@oclc.org titled 'Reminder Notice - ADF Library Item(s) second renewal'. A context menu is open over the email, showing options like Reply, Forward, Mark as Read, and Rules. The 'Rules' option is expanded, and 'Always Move Messages From: no-reply@oclc.org' is selected.

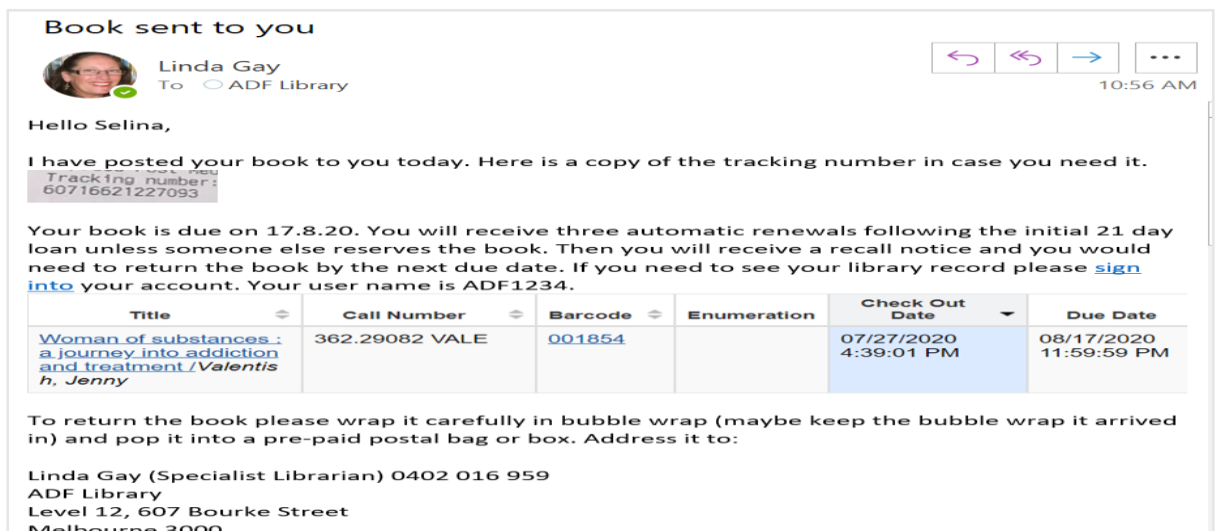
6. Select which folder you would like to move these emails to. It is suggested that as you should read them, it would be best to send them to your Inbox. Select **OK**.



7. In your library account, you can see the due date and check your personal details.



8. If you selected Delivery, your book will be wrapped in bubble wrap and posted to you at the address you have given in your form above.
9. If your book was posted to you, you will receive an email from library@adf.org.au with all the information you need to receive and return your book.



10. In your library account, you can see the due date and check your personal details.

The screenshot shows a user's library account dashboard. At the top, there is a search bar and a user profile for 'Selina'. Below this, there are navigation tabs for 'CHECKOUTS (1)', 'REQUESTS', 'FEES (\$0.00)', 'SAVED SEARCHES (1)', and 'PROFILE'. The 'CHECKOUTS (1)' tab is active, displaying a table with the following data:

Title	Due Date ↑	Status
<input type="checkbox"/> Woman of substances : a journey into addiction and treatment Valentish, Jenny 2017 Print Book	06/10/2021 by 11:59 pm	Due in 13 days Renewed 1 time.

Renew your book

- 1. You will receive three automatic renewals after the initial 21-day loan period unless someone else reserves the book. In this case, you will receive a recall notification to return the book by the next due date. If you need to see your due date, please sign into your personal library account, and select Checkouts.**

The screenshot shows a search result for the book 'Woman of substances'. The search bar contains 'ti:(substances)'. The result is displayed as follows:

1 **Woman of substances**: a journey into addiction and treatment
 Authors: [Jenny Valentish 1975-](#) (Author)
 Summary: Journalist Jenny Valentish investigates the female experience of drugs and alcohol, using her own story... interchangeable with problematic **substance** use. Valentish follows the pathways that women, in particular, take into addiction and out again.

Navigation options include 'Cite', 'Share', and 'Save'. A sidebar on the right lists account options: Checkouts, Requests, Fees, Saved Items, Saved Lists, Saved Searches, View Profile, and Sign Out.

- You can renew your loan by selecting the checkbox next to the item you wish to renew and then select RENEW ITEMS.


Selina
[View Profile](#)

Advanced Search Resources

Search

Hello Selina
My Account


CHECKOUTS (1) REQUESTS FEES (\$0.00) SAVED SEARCHES (1) PROFILE

Title	Due Date ↑	Status
<input checked="" type="checkbox"/> Select All RENEW ITEMS		
<input checked="" type="checkbox"/>  Woman of substances : a journey into addiction and treatment Valentish, Jenny 2017 <i>Print Book</i>	15/09/2021 by 11:59 pm	Due in 21 days

- Select RENEW to complete renewing this item.

RENEW ITEM [X]

You are requesting to renew this item.

 **Woman of substances : a journey into addiction and treatment**
Valentish, Jenny
2017
Print Book


RENEW CANCEL

- You will see that the item has been renewed and the new due date.

Selina
[View Profile](#)

Renewal request submitted.

CHECKOUTS (1) REQUESTS FEES (\$0.00) SAVED SEARCHES (1) PROFILE

Title	Due Date ↑	Status
<input type="checkbox"/> Select All RENEW ITEMS		
<input type="checkbox"/>  Woman of substances : a journey into addiction and treatment Valentish, Jenny 2017 <i>Print Book</i>	06/10/2021 by 11:59 pm	Due in 42 days Renewed 1 time.

Return your book

1. You could return the book by dropping off at the ADF Library. Please email library@adf.org.au to arrange a day and time.
2. Or you could return the book by wrapping it carefully in bubble wrap (maybe keep the bubble wrap it arrived in) and pop it into a pre-paid postal bag or box. Address it to:

Linda Gay (Specialist Librarian) 0402 016 959

ADF Library

Level 12, 607 Bourke Street

Melbourne 3000

Victoria

3. Take a photo of the tracking number and email it to library@adf.org.au as proof of sending. Keep the tracking number in case you need it.