



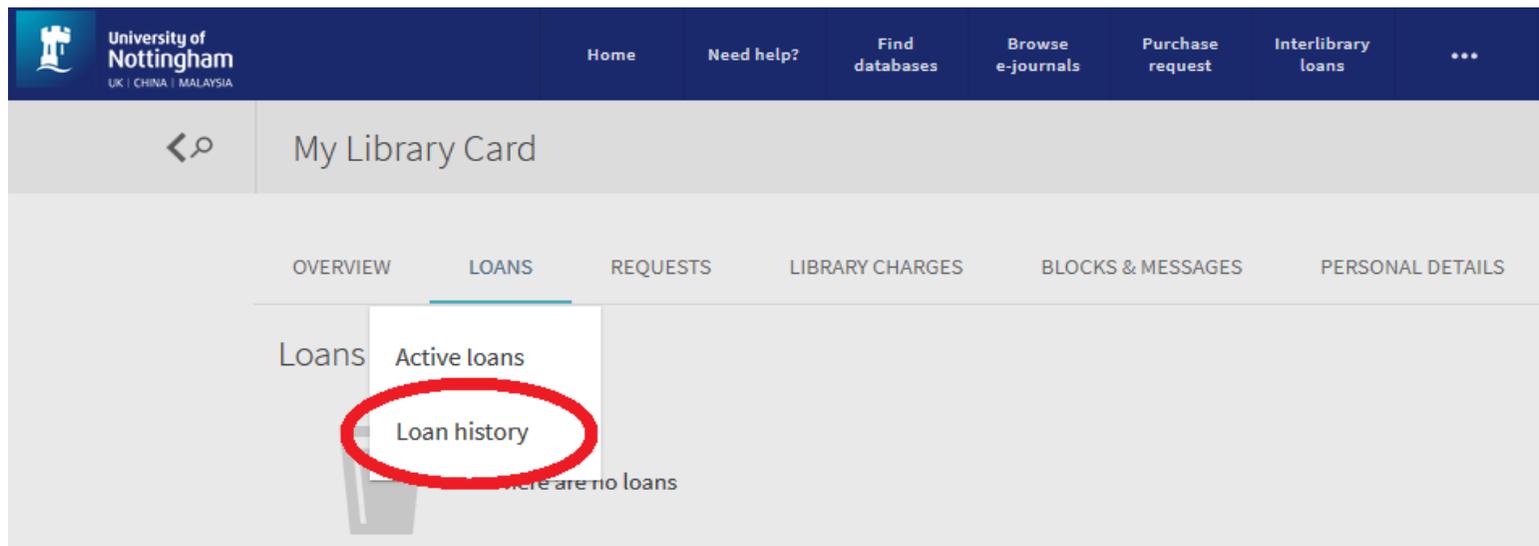
## How to: Save your loans history on NUsearch

In April 2019, we will be upgrading our library system. This is part of a big project to improve student experience in the library. The new system will be easier to use, quicker and more effective.

When we move to our new system, we will lose access to some personal data stored on the current version. This includes your loans history.

This 'How to' guide provides instructions for how to find and save this information, so that you do not lose anything that you need.

1. [Log in to NUsearch](#)
2. Click on your name in the top right corner
3. Click on 'My Loans'
4. In the drop down menu, select 'Loans History'. This will take you a list of your loan history.





5. You need to click on the arrows at each entry to expand them.

The screenshot shows two library search results. The first result is partially collapsed, with a red arrow pointing to a small downward arrow on the right. The second result is fully expanded, showing detailed loan information, with a red arrow pointing to it from above.

1	Media governance in Korea 1980-20... Kim, Daeho.	Return date: 01/11/2018, 14:30 Return to:UNMC Library P95.82.K6 KIM	∨
1	Media governance in Korea 1980-2017 / Daeho Kim. Kim, Daeho.	Return date: 01/11/2018, 14:30 Return to:UNMC Library P95.82.K6 KIM Number of renewals: 0 Date of the last renewal: 00000000 Number of overdue notices: 00 Loan date: 01/11/2018 Loan status: Ordinary loan Barcode: 200062132X	∧

6. As you cannot export these details from NUsearch, you will need to make a note or take a screenshot of your loans history.



- Another option, you can save the loans history by using the save option at your internet browser. The save option is vary for different browsers. If you are unsure, please check on Google for instructions. When we move to our new system, we are pleased to say that you will be able to export your loans history.

The screenshot shows a web browser window with the URL [https://nusearch.nottingham.edu.my/primo-explore/account?vid=44NOTMY&section=loans&lang=en\\_US](https://nusearch.nottingham.edu.my/primo-explore/account?vid=44NOTMY&section=loans&lang=en_US). The page header includes the University of Nottingham logo and navigation links: Home, Need help?, Find databases, Browse journals, Purchase request, Interlibrary loans. The main content area is titled 'My Library Card' and has tabs for OVERVIEW, LOANS (selected), REQUESTS, LIBRARY CHARGES, BLOCKS & MESSAGES, and PERSONAL DETAILS. Under the LOANS tab, there is a 'Loans' section with a 'Loan history' dropdown and a 'Sort by Returned date - newest' option. It shows '104 loans'. A single loan entry is visible: 'Media governance in Korea 1980-2017 / Daeho Kim. Kim, Daeho.' with details: Return date: 01/11/2018, 14:30; Return to: UNMC Library P95.82.K6 KIM; Number of renewals: 0; Date of the last renewal: 00000000; Number of overdue notices: 00; Loan date: 01/11/2018; Loan status: Ordinary loan; Barcode: 200062132X. The browser's right-click context menu is open on the right side, and the 'Save Page As...' option is circled in red.

- The steps on how to save your loan history on NUsearch ended here.