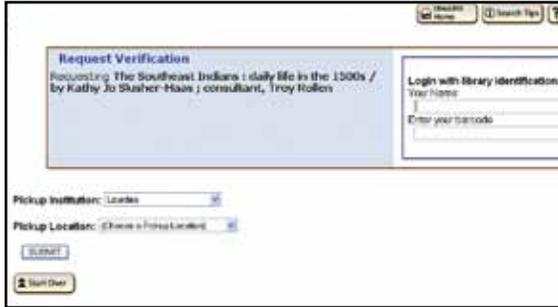


## Step 4

### Request This Item from OhioLINK

If the material you want is not at Lourdes University, you must select your school/institution - which is *Lourdes University* then submit.



The screenshot shows a web form titled "Request Verification". The main text area contains the request details: "Requesting: The Southeast Indians : daily life in the 1500s / by Kathy Jo Skasher-Haas ; consultant, Troy Holler". To the right, there is a "Login with library identification" section with fields for "Your name" and "Enter your barcode". Below the main text area, there are two dropdown menus: "Pickup Institution: Lourdes" and "Pickup Location: (Choose a Pickup Location)". At the bottom left, there is a "Submit" button and a "Start Over" button.

**"Submit Information"** is the next step and it requires your names and your library bar code number. Your library bar code information is located on the bottom of your Lourdes Student ID card. *example: PLC0000*

**"Pickup Institution"** should be *Lourdes University*.

**"Pickup Location"** allows you to select where you would like to pick up your materials - most students choose Lourdes University (Lourdes Lib Cir desk).

Choose **"Submit"** to complete this process.

You will receive notification through your **Lourdes email** when your book is available.



For more information:

**Duns Scotus Library**  
**St. Clare Hall 147**

**419-824-3761**  
**[lourdeslibrary@lourdes.edu](mailto:lourdeslibrary@lourdes.edu)**  
**[www.lourdes.edu/library](http://www.lourdes.edu/library)**

**WIN Center**  
**Delp Hall 105**

**419-824-3748**  
**[wincenter@lourdes.edu](mailto:wincenter@lourdes.edu)**  
**[www.lourdes.edu/WIN](http://www.lourdes.edu/WIN)**

## Requesting Material

### *From the Online Catalogs*



**LOURDES**  
UNIVERSITY

[www.lourdes.edu](http://www.lourdes.edu)

# Step 1

## www.lourdes.edu

From your internet connection, go to the Lourdes University website to select **Catalogs** or **OhioLINK Databases**.

If you are working on campus and the Lourdes University website does not open automatically, enter the address: www.lourdes.edu in the search field.

Once on the Lourdes University website, select **"Academics"**, then select **"Library"** from the menu and choose **"Library Catalog"** to access the online catalog.



The **Catalog** lists books, videos, online government documents and more.

# Step 2



## Keywords

This option allows you to enter words or phrases which are dominant in titles, author names, text, subjects, notes, or other fields.

## Author

If you know the author's name, you may search using last name.

## Title

Use the "Title" option if you know the complete title or the first part of it. If you are uncertain of how the title actually begins, use the "keyword" option and enter the part you do know. *Do not enter "The" as part of the title.*

## Subject Heading

Use the subject heading choice to access all materials related to any given subject or topic, such as: "london england history" or "lincoln, abraham" (last name first). This selection differs from keyword searches because the material accessed is about the topics rather than containing the sort words in the text or title.

## More Options

With this choice you create a more detailed search. You will see choices such as call numbers, ISBN/ISSN numbers, specific OPAL or OhioLINK location searches, and even a selection for contact/feedback connections and much more.

# Step 3



## Selecting Material

From the list that appears from your search, click on each of the items of interest to see a screen display with more descriptive/detailed information such as where the material is located, call number, availability and the type of document it is.



You may move back and forth from the individual items to the general listing or move on to more specific choices.

- **Note the location of the item/s.**
- **Note the "availability" status of the item/s.**
- **If not available at Lourdes University search OhioLINK.**

