



ROBERT E. WEBBER INSTITUTE FOR WORSHIP STUDIES

How do I request books to be mailed to me?

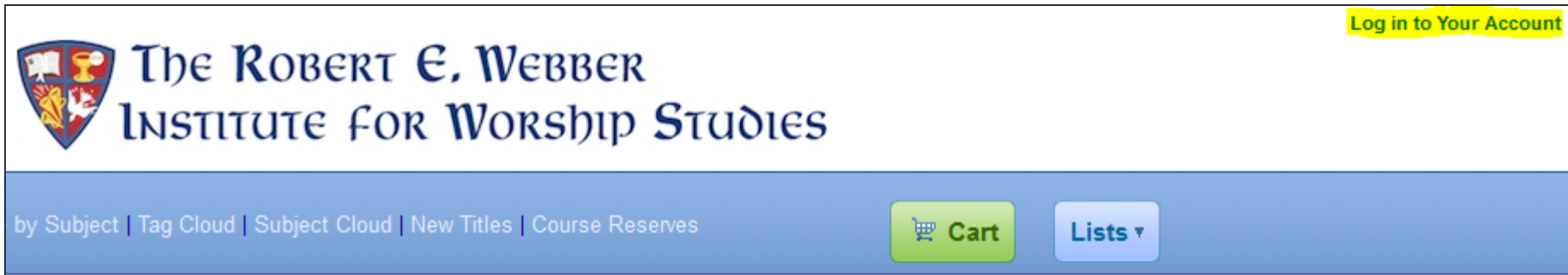
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Note: IWS will only mail books to students in the North American continent and Mexico.

Login to Your Catalog Account

- Go to www.iws.edu, Resources, Library, Catalog
- Click the upper right corner link: Login to Your Account







The screenshot shows the top section of the IWS website. On the left is the IWS logo, a shield with a cross and a chalice. To its right is the text "The ROBERT E. WEBBER INSTITUTE FOR WORSHIP STUDIES" in a blue serif font. In the top right corner, there is a yellow button that says "Log in to Your Account". Below the main header is a blue navigation bar. On the left side of this bar, there are links: "by Subject | Tag Cloud | Subject Cloud | New Titles | Course Reserves". On the right side, there are two buttons: a green "Cart" button with a shopping cart icon and a blue "Lists" button with a downward arrow.

- New student login:
 - ID = firstname.lastname
 - PW = lastname4iws
- Upon first login, change your password (suggestion: use same password as Moodle/Populi)
- For password help, e-mail library@iws.edu

Catalog Account -- Cart

- Search the catalog for your topic
- Select an item from the results list to add to your Cart and click “Save”

Select All Clear All Highlight Add to: Cart Save Place Hold

1. [Liturgy; worship and work](#)
by Shafer, Floyd Doud .
Type:  Book; Format: print bibliography  ; Literary form: not fiction
Publisher: Philadelphia, Board of Christian Education, United Presbyterian Church U.S.A. [1966]
Availability: **Copies available for loan: Main Library [BV10.2 .S48] (1).**
Actions:  Place Hold (0 holds, 0 active) Save to Lists  Add to Cart


- *Note: The Place Hold and Save to Lists features are explained at the end of this tutorial.*

E-mail From Your Cart

- The Cart allows you to e-mail the list of items you want. When you click send, you can choose where to send it.
- Note: Clicking “Send” will forward the entire list in your Cart, even if they are not check-marked.

Your Cart

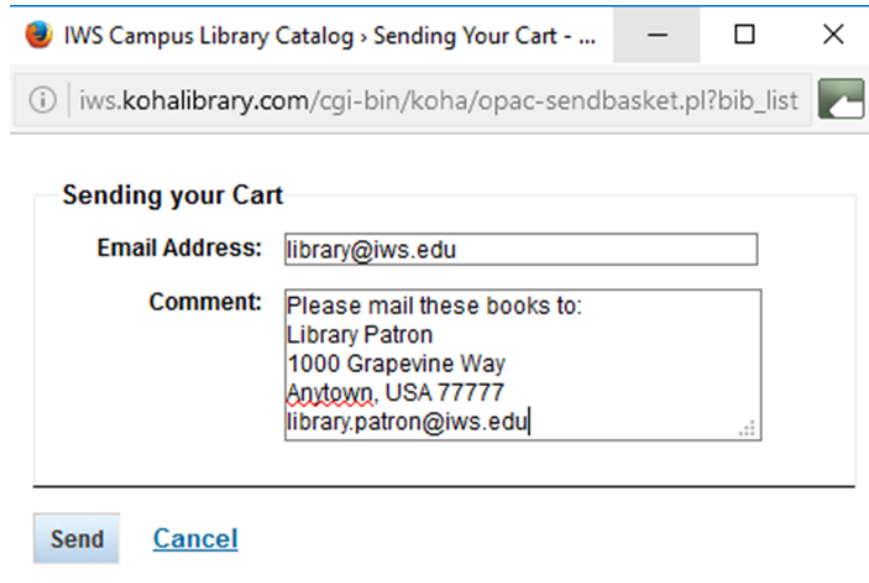
 [More Details](#) |  [Send](#) |  [Print](#) |  [Empty and Close](#) |  [Hide Window](#)

Select All Clear All Selected items : Remove Add to a list Place Hold 		
<input checked="" type="checkbox"/>	Creating uncommon worship : Giles, Richard, - Liturgical Press, Collegeville, MN : - xiv, 258 p. : 25 cm.	Book Main Library Stacks (BV825.5 .G55 2004)
<input checked="" type="checkbox"/>	Liturgy: worship and work. Shafer, Floyd Doud. - Board of Christian Education, United Presbyterian Church U.S.A. Philadelphia, - xii, [1], 109 p. 19 cm.	Book Main Library Stacks (BV10.2 .S48)

E-mail From Your Cart

Send the cart to yourself. When you receive the e-mail, edit it to include only the titles you want and a request to have the books mailed to you. Be sure to include your mailing address. Then forward it to library@iws.edu and we will mail you the books.

Note: If you email your cart to “library@iws.edu” (see example below) it sends from the library to the library. You need to let us know who you are and what you need!



The screenshot shows a web browser window titled "IWS Campus Library Catalog > Sending Your Cart - ...". The address bar displays the URL "iws.kohalibrary.com/cgi-bin/koha/opac-sendbasket.pl?bib_list". The main content area is titled "Sending your Cart" and contains a form with two fields:

- Email Address:** A text input field containing "library@iws.edu".
- Comment:** A text area containing the text: "Please mail these books to:
Library Patron
1000 Grapevine Way
Anytown, USA 77777
library.patron@iws.edu".

At the bottom of the form are two buttons: "Send" and "Cancel".

Using the Place Holds Feature

- Placing a Hold on a book reserves it for your use.
 - If it is checked out, the Hold request will display to library staff when the book is checked in, and you will be notified that it is available.
 - If someone else tries to check out the item before you, the Hold request will display to library staff and they will contact you to see if you still want the book.
- *Note: If you want library staff to retrieve a book for you during an on-site session, send an e-mail to library@iws.edu to ask for the book in addition to placing a hold. The Holds queue only refreshes once a day. If you place a Hold during an on-site session, we may not see it in the catalog before you come to pick up the book.*

Using the Save to Lists Feature

- Save to Lists enables you to make lists of books to come back to later.
- You can create new lists from the “Add to” box or “Lists” button.
- From your list, you can place holds or download to a file.

The screenshot shows a library catalog interface. At the top, the 'koha' logo is on the left, and a search bar contains 'Library Catalog' and 'worship'. To the right of the search bar are 'Go', 'Cart', and 'Lists' buttons. Below the search bar, navigation links include 'Advanced Search', 'Browse by Hierarchy', 'Browse by Subject', 'Tag Cloud', 'Subject Cloud', 'New Titles', and 'Course Reserves'. The search results section shows 'Your search: "worship"' and 'Returned 667 results'. A 'Refine your search' sidebar on the left lists categories like Availability (Anywhere, Online, Main Library), Format (Book, Printed Music, Unspecified, Website or downloadable, Audiobook, Cassette, Software, Videocassette), and Author. The main results area shows two entries for 'Worship' by Evelyn Underhill. The first entry is selected, and the 'Add to:' dropdown menu is highlighted in yellow, showing 'Save to Lists' as an option. The second entry also has a 'Save to Lists' option highlighted in yellow. Other actions like 'Place Hold' and 'Add to Cart' are visible for each entry.

Refine your search

Availability
[Anywhere](#) (606)
[Online](#) (80)
[Main Library](#) (606)

Format
[Book](#) (605)
[Printed Music](#) (43)
[Unspecified](#) (17)
[Website or downloadable](#) (6)
[Audiobook](#) (1)
[Cassette](#) (1)
[Software](#) (1)
[Videocassette](#) (1)

Author

Select All Clear All Highlight Add to: **Save to Lists** Save Place Hold

1. **Worship**
by Underhill, Evelyn .
Edition: [1st Harper torchbook ed.]
Type: Book; Format: print ; Literary form: not fiction
Publisher: New York, Harper [1957, c1936]
Availability: **Copies available for loan:** Main Library [BV 10 .U5 1957] (2).
Actions: Place Hold (0 holds, 0 active) **Save to Lists** Add to Cart

2. **Worship**
by Underhill, Evelyn .
Type: Book; Format: microfilm bibliography ; Literary form: not fiction
Publisher: New York : Crossroad, 1982, c1936.
Availability: **Copies available for loan:** Main Library [BV10 .U5 1982] (1). **Copies available for reference:** Main Library [BV10 .U5 1982] (1).
Actions: Place Hold (0 holds, 0 active) **Save to Lists** Add to Cart

GET HELP

library@iws.edu