ROBERT E. WEBBER INSTITUTE FOR WORSHIP STUDIES

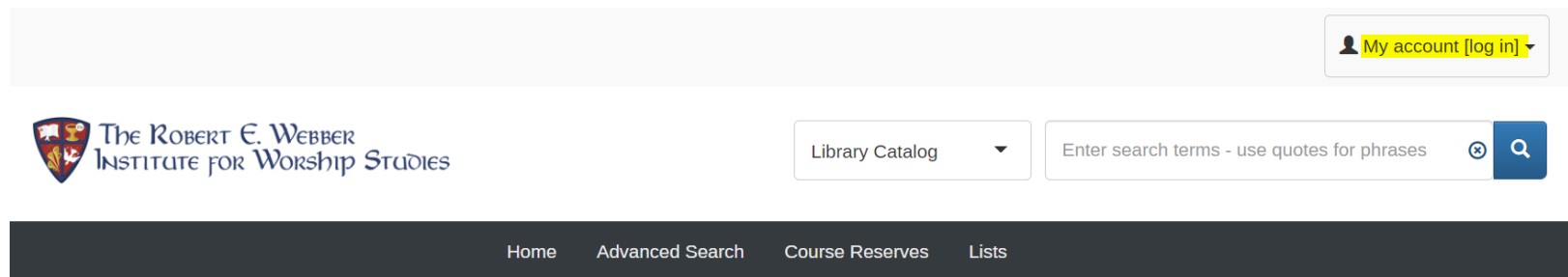## How do I request books to be mailed to me?

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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

- New student login:
  - ID = firstname.lastname
  - PW = lastname4iws
- Upon first login, change your password (suggestion: use same password as Canvas/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
- Check to make sure a circulating copy is available to request

Item type	Shelving location	Collection code	Full call number	Availability
Book	Stacks	General Collection	BV15 .W383 2008	Available
Course Reserves	Course Reserves	General Collection	BV15 .W383 2008	Available
Non-Circulating	Webber Collection	Robert Webber Collection	WEB BV15 .W383 2008	Not For Loan

NOTE:

- Only books in the General Collection stacks can be checked out and mailed. Check "availability" to see if the item is on loan or available.
- Course Reserves only circulate overnight during on-site sessions.

Catalog Account -- Cart

- Select an available title from the search results list
- Click the link "Add to Cart" below the full item description

NOTE: the "Hold" feature will be explained at the end of this tutorial.

Open Your Cart

- The Cart icon now appears at the top right of the screen:
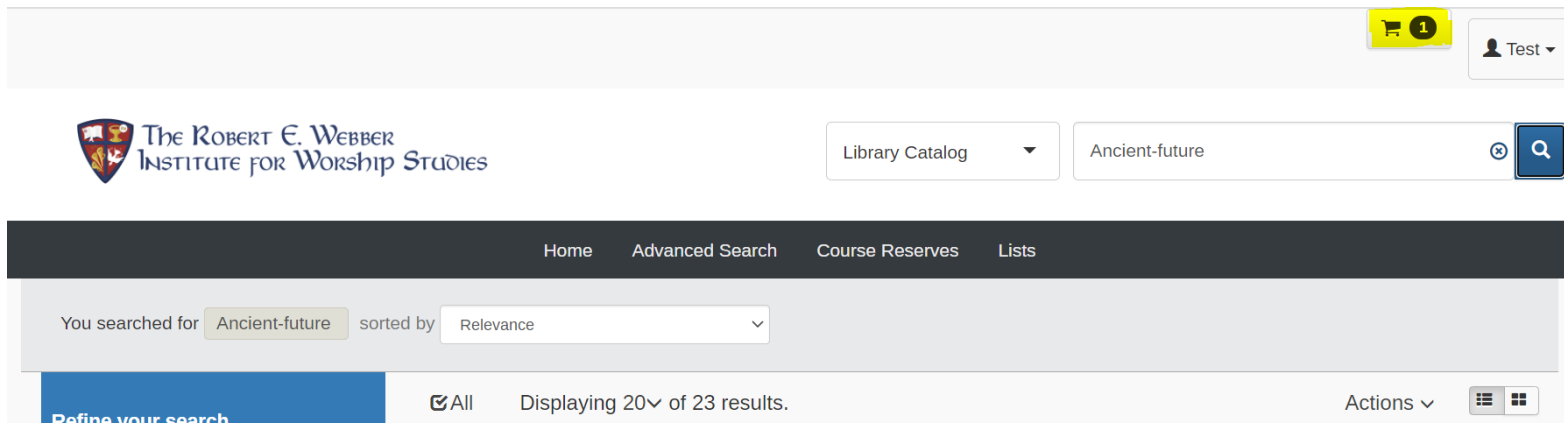
- Click the Cart icon to open the cart.
- The cart enables several options:
  - Email the citation to the item
  - Add the citation to a list
  - Place a hold on the item (explained at the end of the tutorial)

E-mail Your Cart to Yourself

- Check-mark the titles you want to send and click e-mail.
- When you click send, you can choose where to send the list of selected titles.
- Emailing to yourself (not the default library@iws.edu) enables you to forward the list with a detailed note.

E-mail Your List to Library@IWS.edu

- When you receive the list of items you e-mailed to yourself, forward the e-mail to library@iws.edu with the information below:
  - Check the list and edit it to include only the titles you want to request.
  - Add a request to send you the books and include the **mailing address** where you want the books sent.

- We will check out the books to you and mail you the books.
- You will be responsible for mailing back the books (use media mail with tracking) at the end of the semester on the due date.
- This is so we can get them back on the shelf available to other students at the start of the next semester.

Using the Place Holds Feature

- Placing a Hold does not notify library staff that you want the book mailed to you. Use the Cart feature to do that.

- Placing a Hold on a book reserves it for your future use.
  - Use this feature if a title you need 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.
  - Be aware, the Hold feature will not recall the book for your use. The person who has it checked out will have it until the due date.
  - 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.*

Placing a Hold on a Book

- You can place a hold on an item from the search results list or from your Cart:

- Click "add delay/notes" to add a date you need the item, or include a note to library staff with further explanation. Then click "Place Hold."

Using the Save to Lists Feature

- Save to Lists enables you to make lists of books to come back to later.

- You can "Add to a list" from the Cart, or the "Lists" button in the catalog menu bar.
  - Check-mark the items to add to your list.
  - Give the list a meaningful name to help you find it again, like "DWS801 research list."

- From your list, you can print, download, or e-mail your citations.

- NOTE: We do not recommend using a list to e-mail a request to mail books to you. This is because the availability of the items may change if you don't e-mail it right away.

GET HELP

library@iws.edu