



Services through the Online Catalog

In addition to locating materials from the Library's collections, the online catalog offers the following services:

ACCESS TO YOUR ACCOUNT INFORMATION

Every member of the AUP community has a record in the Library system, containing data related to your current use of Library resources and services. Only the Library staff and you have access to your account information.

To view your library account, including your loans and requests:

- In the Library catalog, click on *My Library Record* (or click on *Your Record* from the Library's homepage, Library Services section)
- Enter your AUP ITS username and password (the same username and password you use to log in to any campus computer)

Check your record regularly to avoid being surprised by overdue book fines!

Note that student accounts are automatically reestablished in the Library system every semester after the add/drop deadline. If you wish to use Library services during the first few weeks of the semester, you will need to come to our Service Desk to have your account reestablished manually.

SAVING RECORDS TO YOUR "BOOKBAG"

On the Search Results screen, you can select records using the check-boxes and click on *My Selection of Books* at the top of the screen. Until you delete these from "My Selection of Books", you can log in from anywhere to see these records again, build a bibliography, etc.

DOWNLOADING & EMAILING RECORDS

On the Search Results or Bookbag screens, you can select records and then email them in various formats to any email address. You can also save them as a file: on AUP computers, save them to your AUP personal file storage space (normally the Z:\ drive) if you've logged onto the computer with your own username, or to a USB key.

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PLACING ONLINE REQUESTS

Once you have logged in you may use the *Request* link at any time to submit requests as follows:

Recalls

(when the AUP Library book you need is currently checked out)

You may submit a recall request for a book that you want to consult when it is on loan to another patron (when an item is checked out, the catalog record shows a status of “due” with a date). *While the record is on the screen*, click “request” button, enter your ITS username and password, click ok, select “recall” from the pull down menu, indicate “any copy” (or “this copy” if you need a specific copy of the book), fill in your barcode (again), and click “submit the request”. The borrower will be notified that someone else wishes to consult the book. If the book is not returned on the date due, a special recall overdue fine will go into effect.

Document Delivery

(when a specific book/article you need is not owned by the Library)

You can submit requests for document delivery via the form in the library catalog: near top of the page, click on *Place a request* and log in using your ITS username and password if you haven't already. However, the preferred method for submitting document delivery requests is via the *Forms* linked from the Library's homepage. For full information about document delivery see the Library Guide page “Using Materials from Other Libraries”

Reserve Requests

(faculty members only)

- find the record pertaining to the material that you wish to place on reserve
- click on *Request* and select “reserve list request”
- enter your ITS username and password
- indicate the course number and your e-mail address in the “comments” field so that you can be sent a confirmation that the reserve request has been processed.