OBTAINING BOOKS NOT AVAILABLE AT XAVIER OR IN OHIOLINK IN SEARCH@XU

1. Browse Search@XU to locate the item you want.

2. In your search results, distinguish books from videos and other formats.
3. Electronic books are identified by an eBook icon (not shown). Xavier students cannot access electronic books owned by other libraries.
4. If the location identifies Xavier University or an Ohio college or university library you will be able to obtain the book at Xavier or request it through OhioLINK.
5. If the Find It @ XU icon displays, you will need to request the book through the library’s interlibrary loan services, ILLiad.
6. Click the Find It @ XU icon to obtain the book through ILLiad/Interlibrary Loan.
7. **NOTE:** you may also use ILLiad to request Xavier and OhioLINK books that are **NOT** available (checked out with due date, on reserve, local use only, etc.)
8. The Find It @ XU window will open.
9. Click the Request an item from Xavier and Non Xavier Collections link.

10. The ILLiad/Interlibrary Loan window will open.
11. If you have an account, enter your Xavier username and password.
12. If you do not have an account, click the Click here link to create one (instructions).
13. Once you have entered your username and password click the Logon to ILLiad button.
14. ILLiad will populate the *Book, Book Chapter and Media Request* form with information about the book you want.

15. Scroll to the bottom of the form and click the *Submit Request* button.

16. You will receive an email notification when your book arrives at Xavier.
17. Pick up and check out your item at the Connection Center on the third floor (ground level) of the Conaton Learning Commons.