OBTAINING XAVIER BOOKS IN SEARCH@XU

1. Browse Search@XU to locate the item you want.
2. If you know the title, do a title search by selecting the Title radio button.
3. In your search results, distinguish books from videos and other formats. Electronic books are identified by the eBook icon (not shown).
4. Also in your search results, identify a Xavier owned book by:
   a. the location McDonald (for the McDonald Library Building),
   b. the presence of the word Xavier, or
   c. the presence of the word XPLORE (the name of the library’s online catalog).
5. If you see the location Connection Center Reserves, the book is also a Xavier owned book, but it may have loan restrictions because it is on reserve.
6. Make sure the book is designated as AVAILABLE. If it is checked out it will have a due date and you will have to obtain the book through OhioLINK or ILLiad/Interlibrary Loan.
7. Using the call number and location (floor information), locate the book on library shelves in the McDonald Library Building.
8. Bring the materials you want to check out to the Connection Center on the third floor (ground level) of the Conaton Learning Commons or to Connection Xpress on the first floor of the McDonald Library Building.
9. Present library staff with either your ALL card, library issued card, or valid photo ID.
10. You may also request the book the book be placed on hold for you to pick up.
11. To do this click the View Request in Xavier’s XPLORE Catalog.

12. The XPLORE Library Catalog window will open.
13. Click the Request button.
14. Enter your **Xavier username and password**.
15. Select the **Pickup Location Xavier Univ. – Connection Center**.
16. Click the **Submit** button.

17. Library staff will retrieve the item you requested.
18. You will receive an email notice when your item is ready to be picked up.
19. Check out your item at the Connection Center on the third floor (ground level) of the Conaton Learning Commons.