REQUESTING OHIOLINK MATERIALS

Note: Click these links for additional instructions for pickup anywhere, online students & guests.

First, search for the item you want in XPLORE, the library's online catalog. If the library does not own the item, your screen will look like the image below. Remember, you cannot request an item from OhioLINK if it is available at Xavier.

1. You will see the No matches found message
2. Click the OhioLINK button at the top of your screen
The system will automatically search the OhioLINK Central Catalog for your item, and display a list of results (image below). Click the link for the item you want.

The system will now display the record or records for the item you want. Click the REQUEST button for the one you want.
You will be asked to select your school or institution from a drop down list. Once you select Xavier U, click the Submit button.

1. If you are a Xavier student, faculty, or staff, make sure you are in the Students, staff, and faculty area and NOT the adjacent Guests area.
2. Type your Xavier username.
3. Type your Xavier password.
4. Keep the Pickup Institution set to Xavier U.
5. Select Xavier Univ. Connection Ctr. as your Pickup Location.
6. Once you have selected your pickup options, click the Submit button.
Pickup Anywhere

If you would like to pick up your item at an OhioLINK college or university more convenient for you than Xavier:

1. Click the down arrow in the Pickup Institution select box and choose the college or university where you will pick up your item.
2. Click the down arrow in the Pickup Location select box and choose the specific library at that institution where you will pick up your item (many schools have more than one library).
3. Once you have selected your pickup options, click the Submit button.

![OhioLINK Library Catalog](image)
Online Students

If you are a Xavier online student and you live outside the State of Ohio and more than 30 miles from the Xavier campus:

1. Keep the *Pickup Institution* set to Xavier U.
2. Click the down arrow in the *Pickup Location* select box and choose *Xavier Online Student*.
3. Once you have selected your pickup options, click the *Submit* button.
Guests

If you are a Xavier alumnus, Bellarmine parishioner, SWON guest, Jesuit guest, or community guest with the appropriate Xavier library card:

1. Make sure you are in the Guest login area and NOT the adjacent Students, staff, and faculty area.
2. Type your first and last name.
3. Type the ID number on your Xavier library, SWON, or Xavier alumni card.
4. Keep the Pickup Institution set to Xavier U.
5. Select Xavier Univ. Connection Ctr. as your Pickup Location.
6. Click the Submit button.
If you have been successful, you will receive a confirmation message indicating that your item has been requested. Contact the reference desk (513 745-4808) or circulation desk (513 745-3881) if you have any problems.

Usually your item will arrive in 3-5 business days. You will receive email notification of its arrival in your Xavier email account.