



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.)

1. **Foundations of human resource development / Richard A. Swanson, Elwood F. Holton III.**
 By: Swanson, Richard A.. San Francisco : Berrett-Koehler, c2009. 01/01/2009 xx, 538 p. : ill. ; 25 cm. Language: English
 Table of contents
 Subjects: Employees -- **Training of**; Personnel management; Manpower planning; **Human capital**
 Database: OhioLINK Library Catalog
 Add to folder
 Request

Location	Call No.	Status
Xavier U McDonald 3rd Floor	HF5549.5.T7 S883 2009 c.1	AVAILABLE

Show More (5)

2. **Trainer communication style and training outcomes.**
 Towler, Annette Arman, Gamze ; *In: Psychology for business success, Vol 1: Juggling, balancing, and integrating work and family roles and responsibilities, Vol 2: Institutional equity and compliance, Vol 3: Managing, leading, and developing employees, Vol 4: Implementing best practices in human resources.* Paludi, Michele A. (Ed.). Santa Barbara, CA, US: Praeger/ABC-CLIO, 2013. pp. 103-113. [Chapter]
 Subjects: Leadership Style; Learning Environment; Organizational Effectiveness; Personnel Training; Human Resource Management
 Database: PsycINFO
 Add to folder
FIND IT @ XU Check Xavier Library for full text

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.

The screenshot shows the ILLiad - Interlibrary Loan interface for Xavier University Library. The main heading is "ILLiad - Interlibrary Loan" with the university's logo. Below the heading, there is a search bar and radio buttons for "Active" and "All". The left sidebar contains navigation links: "Logoff poggione", "Main Menu", "New Request" (with sub-links for Article, Book, Book Chapter, Media, and Thesis), and "View" (with sub-links for Outstanding Requests and Electronically Received Articles). The main content area is titled "Book, Book Chapter and Media Request" and includes a sub-heading "Describe the item you want". The form fields are: "Author/Editors" (Towler, Annette), "Title" (Psychology for business success, Vol 1:), "Publisher" (empty), and "Date of Publication" (20130101). A red box labeled "14" points to the "Title" field.

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

The screenshot shows the bottom portion of the ILLiad form. The left sidebar contains navigation links: "History Requests", "All Requests", "Notifications", "Tools" (with sub-links for Change User Information, Change Accounts, and Change Password). The main content area includes fields for "ISBN (International Standard Book Number)" (9780313398032), "OCLC Number" (empty), "Not Wanted After Date" (09/29/2013), "Will you accept the item in a language other than English?" (Yes), and "Will you accept an alternate edition of this item?" (Yes). A "Notes" field is also present. At the bottom, there are three buttons: "Submit Request", "Clear Form", and "Cancel - Return to Main Menu". A red box labeled "15" points to 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.