








Universal Borrowing

LOCATING YOUR ITEM





1. From the Polk Online Catalog (<http://polkweb.uwosh.edu>), choose **Basic Searches**.
2. Click **Other Catalogs** located at the far left on the toolbar at the top of the page.
3. Select the library or libraries catalog(s) you wish to search from the UW Universal Borrowing Libraries box and click **Connect**.
 -  *To select multiple libraries hold down the **control key**.*
4. After connecting to the catalogs, locate the record of the item you wish to borrow.
 -  *Only **Keyword, Advance Keyword** and **Title** searches can be done when searching in multiple catalogs*
 -  *When searching for an author, do a **Keyword** search of the name, enclosing the name in "quotes". e.g. "shakespeare william"*
5. The next screen will list the libraries catalogs you are searching. When each catalog has completed its search it will display the word **done** and the number of items found.
6. Click **Show** to display a list of the items.

REQUESTING YOUR ITEM

1. After locating an item you wish to borrow, click on its **title** to view its Brief Record. (This will tell you the item's call number and if it can be checked out)
 -  *Click the **Full Record** to check that item's format. (video, book, software)*
2. Click **Request an Item** from the toolbar at the top of the screen.
3. Login in to your account with the 16-digit number from your Titancard.
4. The screen will list how many Universal Borrowing requests are available to you. 50 are the maximum. Click **OK**
5. The UB request form will appear on your screen. The library and copy information should be entered in automatically. To change this information use the drop down lists.
 -  *Items that have multiple parts, such as videos, must have each part requested separately.*
6. Enter your 16-digit Titancard number.
7. Specify at which UW library you wish to pick the item up. (default is Polk Library)
8. Click **Submit Request**.
9. A screen should appear stating that the request has been successful.
10. Click **Your Record** from the toolbar at the top of screen to view your request.

CHECKING YOUR REQUESTS

To track the status of your request...

1. Log on to **Your Record** from the Polk Library Catalog menu.
2. Enter your 16-digit Titancard number.
3. Locate the section entitled **Request Information**.
 -  *Materials generally arrive between 1 to 5 days.*
 -  *Materials will be held for pick up at the Circulation/Reserve Desk for **5 days**.*
 -  *Check your record frequently to determine if your materials are available to be picked up. A notice will also be mailed to you.*
 -  *Requests can be cancelled by clicking the box at the left of the record, and click **Cancel**.*