

Request a Library Book in 4 Easy Steps

This **How-To** for **No Touch Services** applies only to items in the General Collection. Textbook Loan and Reserve items must be requested via Interlibrary Loan.

Login to (or create) My Library Account

Go to the library's homepage and click on the **Library Account** link. (It can also be found under Popular Links, or can be accessed directly here:

<https://mulibiiidb.marshall.edu/patroninfo>).

If you are setting it up for the first time: Enter your last name, your full 901#, and then leave the password field blank. Then, follow the instructions to complete your account setup.

Search for the item(s) you need

Go back to the library homepage and click on the search box labeled **Marshall Libraries Catalog**.

This will expand the search box, and from here, simply type the keyword(s), title, or author's name into the search box and click *Search* to get the catalog results page.

Then, just look through the catalog results page to find the material(s) you are looking for.

Select the correct item(s)

Review the item on the catalog results page to ensure the status says **Available**.

While you can place a hold on items that are currently checked out, you will have to wait until it has been returned.

If the status says *Missing* or *In-Transit*, email circ@marshall.edu for assistance.

Click on the title of the item you want to borrow.

On the new page, you will see a row of light-blue buttons near the top. Locate the one that says

Request: 

Request it!

Once you have located and clicked on the blue Request button  it will take you to the login page for **My Library Account** (see the first step).

Follow the login instructions using the account credentials you created earlier.

Next, you should see an automatic **Success** screen.

Library staff will pull your requested book(s) for you -within 24 hours during regular business hours- and place it on the **alphabetized hold shelves** in the lobby of Drinko Library, and we will **notify you** when it's ready to be picked up.

You will simply come in and locate your name and take the book. You can return it at any time in the book drops located outside or inside Drinko's main entrance.