Kennesaw State University

From the SelectedWorks of Sarah Kantor

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Requesting Books from the Repository

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Available at: https://works.bepress.com/sarah-kantor/13/
Requesting Books from the Repository

Most library books from before 1976 are kept at the Library Repository. You can request them to be delivered to you at either Johnson Library in Marietta or Sturgis Library in Kennesaw!

1. Use our handout “Logging in to your Library Account” to log in to your library account. You can start searching for books after you log in.

2. If you find the book you want is located at the Repository, you can request it to be delivered to either Johnson or Sturgis.

3. Click the title of the book to find more information about it. If it’s the book you want, click “Request” in the Get It section.

4. Fill in the form to request the book. You can have books from the Repository delivered to either Johnson Library in Marietta or Sturgis Library in Kennesaw, so make sure to choose the right location. When you have successfully placed your request, you will get a message that says “Request placed. Place in queue is ____.”

5. When the book arrives, you will get an email at your KSU email address. Once you get the email, bring your KSU ID to the Check Out Desk and pick up your book.

For more help:

Kennesaw Campus
Checkout Desk: 470.578.6202
Research Help Desk: 470.578.6325
libanswers.kennesaw.edu

Marietta Campus
Checkout Desk: 470.578.7276

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