May, 2018

Requesting Books from Another KSU Library

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Available at: https://works.bepress.com/sarah-kantor/8/
Requesting Books from Another KSU Library

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. Enter your keywords in the search box. Search in "GIL-Find" to search the KSU catalog.

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

4. You can only request a book from one KSU Library location if you want to pick it up at the other KSU Library location. If a book is normally kept at Sturgis Library in Kennesaw, it can only be picked up at Johnson Library in Marietta, and a book at Johnson Library can only be picked up at Sturgis Library. Because you don’t need to choose your pickup location, just click “Request.”

5. When you have successfully placed your request, you will get a message that says “Request placed. Place in queue is X.”

Books are usually delivered within 48 hours of your request. You will receive an email when your book arrives. Bring your KSU ID with you to the Check Out Desk to pick up your book.

NOTE:
Books cannot be placed on hold at their home library. You must come to the library to get books on the shelf. Books are first come, first served.
You cannot request books from TRAC, the FLRC, the Archives, or Special Collections.
If a book is checked out, follow these steps to request it when it is returned.

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

Last updated: 5/14/18