
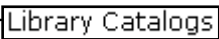


Wozworld Quick Guide to Library Research

Topic: Ordering a Book from Another Campus Library

Use this guide if you want to know how to order a book from another library in the university system of Maryland libraries (USMAI) and have it sent to Cook Library for pick up.

Step 1. Go to the library web page at: <http://cooklibrary.towson.edu>

Step 2. Click here  then Click here 


Step 3. Click on this link to search for books beyond Cook Library:

[USMAI Combined Catalog](#)

Step 4. Search for the item you want:

Use the drop down menu to choose a search type

Catalog basic search


choose type of search enter word/s to search 

subject beginning with... sondheim, stephen

Enter search terms here and click Search

Step 5. From your result list, choose the title that you want to see. If you are searching by **subject beginning with** or **author beginning with**, select your exact term or person to search from the result list. You will then see a list of individual titles:

Records 1 - 7 of 7

1 [How Sondheim found his sound / Steve Swayne.](#) 

author Swayne, Steve, 1957-

published 2005

format Book

subject Sondheim, Stephen -- Criticism and interpretation.

location [UMCP Performing Arts Library\(1/ 0\)](#)


Click on the title of the book you want to open the Full Record screen

Step 6. From the Full Record view, find and click on the Availability button to see if the title is available for borrowing:

Full View of Record

[add to my saved items](#) | [save/e-mail](#)

Choose display: [standard](#) | [named MARC tags](#) | [MARC tags](#)

Record 1 out of 7 


author [Swayne, Steve, 1957-](#)


title [How Sondheim found his sound / Steve Swayne.](#)

published Ann Arbor : University of Michigan Press, c2005.

description xvi, 315 p. : ill., music ; 25 cm.

all locations [Availability](#)

location [UMCP Performing Arts Library](#)  [Stacks](#) | [ML410.9](#)

over 

Step 7. On the Availability screen, click on Request:

Holdings and availability for all libraries

find it

Swayne, Steve, 1957-
How Sondheim found his sound / Steve Swayne. ... c2005.

Location UMCP Performing Arts Library Stacks ML410.S6872 S93 2005

request (request an item for pickup)

Modify results by: vol/issue library Hide loaned items **send**

library	collection	call no.	vol/issue	status/due date
UMCP Performing Arts Library	Stacks	ML410.S6872S93 2005		On Shelf

Make sure that the title you want does *not* have a "Non-circulating" status – these can't items be sent

Step 8. Log in as a TU student or faculty member:

Access to Library Services

University System of Maryland and Affiliated Institutions (USMAI)

Please choose your campus affiliation:

- Bowie State University
- Center for Environmental Sciences
- Coppin State University
- Frostburg State University
- Morgan State University
- Salisbury University
- St. Mary's College of Maryland
- Towson University
- University of Baltimore

Choose Towson University

Log in to Library Services

University System of Maryland and Affiliated Institutions (USMAI)

Campus affiliation: **Towson University**

Your ID/barcode:

enter the 14 digit number from do not enter spaces

Your last name:

Log in

Fill in these boxes and click Log In

Step 9. Select Towson University as your delivery location and send your request:

Pickup/delivery location :

Excluded pickup/delivery locations:

- UMCP Architecture Library
- UMCP Art Library
- UMCP Chemistry
- UMCP EPSL
- UMCP McKeldin Library
- UMCP Performing Arts Library

send

Click here to submit your request

Choose Towson from the list of locations

That's it!! The library staff will send you an email and/or mail you a notice when your book arrives. Can't wait? Sign in to the library catalog and check your library account daily for updates.

This guide is created to help you navigate the wealth of research resources available to you through the Cook Library web site. If you need further assistance, please contact me, or consult either my instructional web site or my blog for more information.

Lisa Woznicki - Library Liaison for Dance, Music and Theater Contact: lwoznicki@towson.edu
410-704-2498 Web: <http://pages.towson.edu/lwoznick> Blog: www.wozworld.wordpress.com