How To Request Books Be Sent By Mail

If you are a current student living off-campus, the library will send books to you by mail. Below are instructions on the best way to do this.

Begin by searching the library catalogue for the books you want. On every list of search results, checkboxes will appear to the left of the title. Select the title(s) you wish to add to your list and then select **Add to My Lists** from the **Select an Action** menu. The **Select an Action** menu will also appear on each bibliographic display. A message will appear confirming the title(s) have been added to your list.

Please note that the **Place Hold** button and **Reserve This Copy** link are for placing holds on items checked out by someone else, not for requesting books by mail.

Adding from the Results list:



Adding from the bibliographic display:



When you have completed your searching in the catalogue, you can view your list of desired books by clicking on the **My Lists** link at the top right corner of the screen.

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BRIERCREST	Log In My Account My Lists Library Information 🛞 Electronic Resources Qwanoes Library
Archibald Library V All Fields V	SEARCH Advanced Search

The list is temporary, but you have the option to save it permanently by logging into your account. The number on the right indicates how many books you have added to your list.



Review the list of books to make sure these are the books you want. You can remove items at this stage, or search to find and add more items.

Archibald Library - All Fields	~		SEARCH Advanced Search
Log in to access your saved lists. Step 1	Temporary List Select an Action Place Hold(s) Delete Selected Email Text It To Me Print Publisher F Publisher F	Gospel and Judaism in the late first .: the evidence from Matthew's Parables (Matthew 13:1-52) / Anthony o. hony O. (Anthony Ovayero) 226.2067 E94 Peter Lang, Date 2006	1 list item Arrange By: ~
Publication Date 2006			

Once you have your list finalized, choose the **Email** option from the **Select an Action** menu.

Important: Do not send this list directly to us, as it will not come with your name attached. Rather, send the e-mail to yourself and then forward that message to us at <u>library@briercrest.ca</u>, adding your name and address to the forwarded email.

A Few Other Things to Note:

We will send a maximum of ten books at a time to any student in Canada or the continental United States.

To verify if the books are on their way to you, log into your account using the My Account tab in the catalogue. If they are listed as checked out, we have sent them to you. This same function will show you the due date(s) and allow you to renew online.

All packages sent will come with a postage paid return label if you are in Canada. American students are responsible to pay the return postage.