Requesting an Item from Lewis Library

Navigating to the Resource
1. Start at the library homepage: https://library.unthsc.edu/.
2. Click on the “E-Books & More” tab at the top of the screen.
3. Enter item search terms.
4. Click the green search button.
5. The library catalog should open in a new tab.

6. If there are too many results, narrow the search using filters on the left side of the screen.
7. After finding the item, click on the title link to open a more detailed view.

8. Click on the blue “Reserve It” button
Sign Into Library Account

9. Select the correct affiliation.

10. Enter HSC credentials.
Submit Item Request

11. Submit any additional information along with the item request. Then click the blue “Submit” button to finish the request process.

   a. Your name should appear in the top right corner if the log in was successful.

   b. Submit additional information like specific copies, dates item is needed, or other information like an ADA accessible locker.

**NOTE:** If you choose a specific date that is in the future, it will not display on the library staff list until that particular date.
12. A green banner will appear listing your place in the hold queue.

13. Click on the “View Requests” button to look at your account details.

14. That’s it! Once library staff fulfill the hold request, pick up item(s) at the Lewis Lockers located inside the library atrium using badge or EMPLID.