

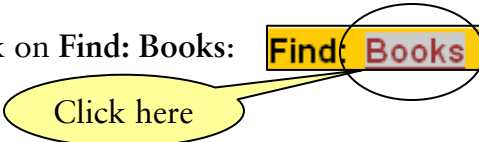
# Wozworld Quick Guide to Library Research

## Topic: Ordering a Book from Another Campus Library

Use this guide if you want to know how to order a book from another state university library and have it sent to Cook Library for pick up.

**Step 1.** Visit: <http://cooklibrary.towson.edu> to see the library web page

**Step 2.** Click on Find: Books: **Find: Books | Articles | Course R**



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



**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 **? tip**

subject beginning with...      sondheim, stephen      **search**

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.](#) **find it**

**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:

**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 **find it**

**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](#) **i** [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](#)

[no prev](#) [no next](#)

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

[no prev](#) [no next](#)

**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](#) [Cancel](#)

Fill in these boxes and click Log In

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

Pickup/delivery location : **Towson University**

Excluded pickup/delivery locations:

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

[send](#) [cancel](#)

Choose Towson from the list of locations

Click here to submit your request

**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](mailto:lwoznicki@towson.edu)  
410-704-2498 Web: <http://pages.towson.edu/lwoznick> Blog: [www.wozworld.wordpress.com](http://www.wozworld.wordpress.com)