

### **MOBIUS Libraries Patron Initiated Borrowing through the Online Catalog**

Rockhurst University Students, faculty and staff may directly request books through the online catalog from MOBIUS libraries. You must have an activated Rockhurst University library account.

You may register online for an account or reactivate an account at:

[http://www.logiforms.com/formdata/user\\_forms/10734\\_980919/44369/](http://www.logiforms.com/formdata/user_forms/10734_980919/44369/)

When your account is activated you will receive a UNIQUE CAMPUS I.D. number. This will allow you to:

- ✓ Directly request a book from the Greenlease Library online catalog.
- ✓ Directly request a book from the WILO cluster catalog and have the book sent to Rockhurst for a limited time use.
- ✓ Directly request a book from the MOBIUS Union catalog and have the book sent to Rockhurst for a limited time use.
- ✓ Check out books directly from MOBIUS cluster libraries (like UMKC in the MERLIN cluster).
- ✓ View your library account through the online catalog to see what items you have checked out, on hold, requested, overdue materials or renew materials.
- ✓ Faculty and staff have a limit of 20 items checked out altogether through Patron Initiated Borrowing and Visiting Patron Borrowing.
- ✓ Students have a limit of 10 items checked out altogether through Patron Initiated Borrowing and Visiting Patron Borrowing.

## **How To Request Items**

### **WILO Catalog Instructions:**

- 1) Complete your search for books in the WILO online catalog.
- 2) Select the item you wish to request.
  - a) If you are searching the WILO catalog, the REQUEST buttons are located in two places: at the top right, and the bottom right of the screen. Click the REQUEST button.
  - b) The next screen prompts you to enter your name (first name and last name). Then enter your Unique Campus I.D. number.
  - c) Choose a pick-up location from the drop down menu. This is where you will go to pick up the book after you receive notification it has arrived.
  - d) Fill in the date when you NO LONGER NEED THE ITEM.
  - e) Enter optional special instructions in the space provided.
  - f) Click on SUBMIT THE ABOVE INFORMATION.
  - g) A confirmation screen will appear if your request was successful. If a book is not available for request a message will display informing you of this.
  - h) Click REGULAR DISPLAY at the top of the screen to return to your search information.

## MOBIUS Union Catalog Instructions

- 1) Complete your search for books in the MOBIUS UNION online catalog.
- 2) Select the item you wish to request.
  - a) If you are searching the MOBIUS Union catalog, there is a "REQUEST THIS ITEM" link located below the citation for the item (in the central portion of the screen).
  - b) Click the "REQUEST THIS ITEM" link. If the item is not available for request a message will display informing you of this. If the item is available the next screen will prompt you for information.
  - c) Below the question "WITH WHICH CLUSTER ARE YOU AFFILIATED?" is a drop down menu which lists the MOBIUS clusters. Choose the WILO cluster since this is the cluster the Rockhurst University library is in.
  - d) Click the SUBMIT ABOVE INFORMATION button.
  - e) Enter your name (first name and last name). Then enter your Unique Campus I.D. number. Rockhurst University numbers always end in RG.
  - f) Choose a pick up location from the drop down menu. This is the library where you will pick up the book when you receive notification it has arrived.
  - g) Click the SUBMIT ABOVE INFORMATION button.
  - h) A confirmation screen will appear if your request was successful. If an item is not available a message will display on the screen to inform you of this. If your library account is expired or you have overdue materials you will also see a message indicating that there is a problem with your account which requires you to contact the library.
  - i) Click the REGULAR DISPLAY button at the top of the screen to return to your search information.

### Confirmation That Your Request Was Successfully Submitted:

Print the confirmation screen for future reference in case the request does not successfully submit. To confirm that your request was successful, wait at least five minutes after directly placing a request through the online catalog before checking your library account.

### How To View Your Account Through the Online Catalog:

- 1) There are two ways to access the login screen to view your account:
  - a) Scroll to the bottom of the WILO online catalog main screen or the Rockhurst University online catalog main screen. Click the VIEW YOUR ACCOUNT link.
  - b) Go to the library account page directly at <https://wilo.missouri.edu/patroninfo/>
- 2) Enter your name (first name and last name).
- 3) Enter your Unique Campus I.D. number. Rockhurst University accounts always end in RG.
- 4) Click the "SUBMIT" button.
- 5) Where your account information appears on the screen, you will see links to:
  - a) Items currently checked out
    - (1) If items can be renewed there will be a checkbox to the left of each title. If there is no checkbox, the item is not eligible for renewal.
    - (2) You may click inside the checkbox to select specific items to renew, and then click on the "Renew Selected Items" button.
    - (3) You may click on the "Renew All" button to renew all eligible items.
    - (4) You may sort the items by due date by clicking on "Sort by Due Date"
  - b) Requests (holds) outstanding
  - c) Unpaid fines and bills (cannot be paid online)
  - d) Search the catalog
  - e) Preferred searches allow you to save a search that you want to do again.
- 6) Be sure to click the green LOG OUT button located near your name (on the left side of the screen) when you are finished viewing your library account.