



WAYLAND  
BAPTIST UNIVERSITY

# How to Find & Request Books

## Using the Wayland Library



800-459-8648



LRCREF@WBU.EDU

# Visit Web Site

1. Go to Wayland Library web site
  - <http://library.wbu.edu>
2. Click on the “Books And More” Button



# Finding Books

## 3. Enter your catalog search terms

### BOOKS & MORE

Use the form below for a quick search for books, electronic books, vic  
[here](#) for more searching options in the catalog.

Search the Library Catalog

Keyword

Enter terms here

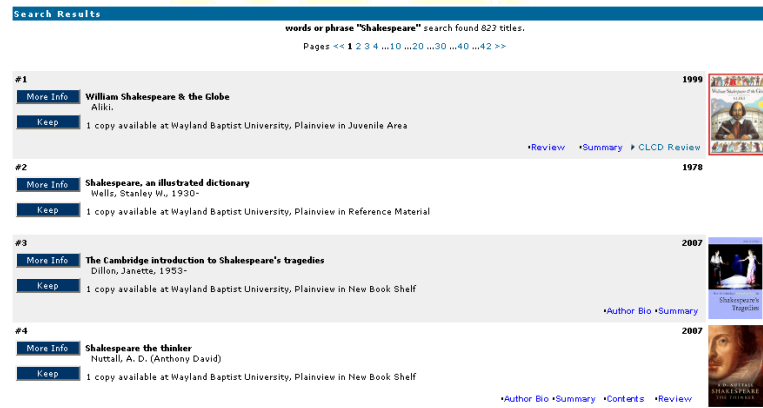
**Distance Students:** Please note that our online catalog lists our elect  
also known as NetLibrary. Distance students can not access electror  
book catalog. Instead, if you want to view an electronic book, you will r

## 4. Click “Search” button

Search

# Searching the Catalog

5. Your search results appear in a new window.



The screenshot shows a search results page with the following content:

- Search Results** header with the text: "words or phrase 'Shakespeare' search found 627 titles. Pages << 1 2 3 4 ...10 ...20 ...30 ...40 ...42 >>"
- #1** entry: "William Shakespeare & the Globe" by Alike, 1999. Includes "More Info" and "Keep" buttons. Text: "1 copy available at Wayland Baptist University, Plainview in Juvenile Area". Links: "Review", "Summary", "CLCD Review".
- #2** entry: "Shakespeare, an illustrated dictionary" by Wells, Stanley W., 1978. Includes "More Info" and "Keep" buttons. Text: "1 copy available at Wayland Baptist University, Plainview in Reference Material".
- #3** entry: "The Cambridge introduction to Shakespeare's tragedies" by Dillon, Janette, 1953. Includes "More Info" and "Keep" buttons. Text: "1 copy available at Wayland Baptist University, Plainview in New Book Shelf". Links: "Author Bio", "Summary".
- #4** entry: "Shakespeare the thinker" by Nuttall, A. D. (Anthony David), 2007. Includes "More Info" and "Keep" buttons. Text: "1 copy available at Wayland Baptist University, Plainview in New Book Shelf". Links: "Author Bio", "Summary", "Contents", "Review".

6. From the list, determine which one you want. Click on "More Info" button.

More Info

# More Info

7. Write down pertinent information, such as title, author, ISBN, and call number.

The screenshot shows a library catalog record for the book "William Shakespeare & the Globe". The record is organized into sections: "Item Information", "A Look Inside", and "Catalog Record". The title "William Shakespeare & the Globe" is circled in red. Below the title is a descriptive paragraph: "Using her characteristically thorough and animated words and pictures a definitive introduction to the playwright and his world." The record lists the publisher as HarperCollins Publishers, the publication date as c1999, and the page count as 48 p. The ISBN, 006027820X, is circled in red. The item information states "1 copy available at Wayland Baptist University, P" and provides links for "Review", "Summary", and "CLCD Review". The "Holdings" section shows the call number "PR2920 .A55 1999" circled in red, and the location "1 Juvenile Juvenile Area".

**Item Information** | **A Look Inside** | **Catalog Record**

**William Shakespeare & the Globe**

Using her characteristically thorough and animated words and pictures a definitive introduction to the playwright and his world.

**Publisher:** HarperCollins Publishers,  
**Pub date:** c1999.  
**Pages:** 48 p. :  
**ISBN:** 006027820X

**Item info:** 1 copy available at Wayland Baptist University, P  
**A Look Inside:** [Review](#) [Summary](#) [CLCD Review](#)

**Holdings** [Change Holdings C](#)  
**Wayland Baptist University, Plainview Copies Material Location**  
**PR2920 .A55 1999** 1 Juvenile Juvenile Area

Tip: Repeat this process for each book. You can use the “keep” feature to keep a list of books. Once you are done browsing, you can click on “kept” to see your completed list.

# Requesting Books

- Distance students can request books to be sent to them free of charge.
- Plainview students may use the request form for books we do not have in-house.
- Requesting books from another library is known as “interlibrary loan” or “ILL” for short.

# Using the Request Form

8. On the library web site, click on “Books & More” button.



9. Click on “Request Form” link.

[Request Form](#)

The [materials request form](#) serves two purposes. It is used to order Interlibrary Loan items. For **distance** requests, it is used for requesting books or videos to be sent directly to students.

# Fill Out Form

10. Fill out the information.

11. Click on “Send Request” button.

A red rectangular button with a thin black border and a slight drop shadow. The text "Send Request" is written in white, bold, sans-serif font, centered on the button. The button is positioned below the text "11. Click on 'Send Request' button." and is highlighted with a white rectangular box.

**Send Request**