Instructions for Requesting Books

1. Go to the Meem Library online catalog.
2. Click Login in the upper right corner of the screen.

3. Enter your college ID number, which can be found on the mySJC portal under “My profile and settings.” Once you enter your ID number your name should appear in the upper right corner.

4. Search the catalog for items you would like to request. Please note that only items with the status of "Available" can be requested.
5. Select "Add Copy to My List" (NOT "Add to my list") for each title you would like to request. For titles with multiple volumes, please select only the volume(s) you need.

6. When your list is complete, select "My List" in the upper right corner.
7. At the bottom of your list, select "Email this list."
8. In the Subject line please enter YOUR NAME and either SHIP or CAMPUS to designate your off campus or in residence status.
9. In the second box enter the library's email (Meem.Library@sjc.edu) followed by a comma and your own SJC email address and click "Send." Your SJC email address identifies you as the requestor for the library and also provides you with a copy of your request.
10. If you would like your books mailed to you, please send a second email to Meem.Library@sjc.edu with your current mailing address.

11. Students may have up to 50 items checked out and thus can make multiple requests for books. Remember to remove items already requested before creating another list of books.

12. You will receive an email confirmation when your books have been shipped. All domestic shipping will go via USPS Priority Mail, and international packages generally will be sent Priority Mail International. The college will pay for shipping books to you. You will be responsible for any return shipping costs.