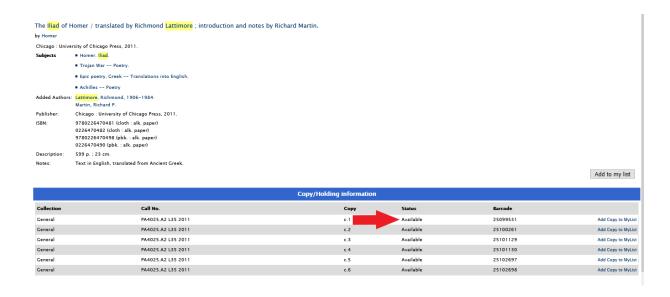
Instructions for Requesting Books

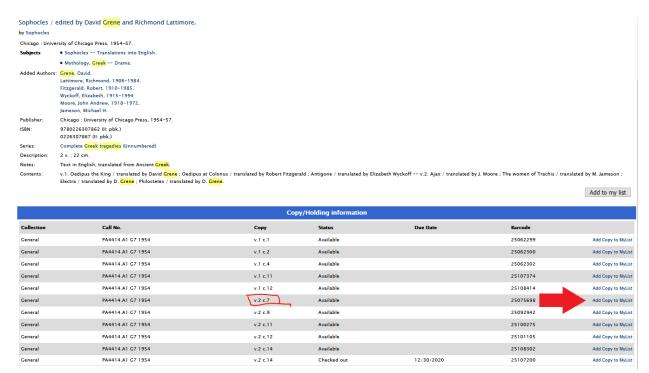
- 1. Go to the Meem Library online catalog.
- 2. Click Login in the upper right corner of the screen.



- 3. Enter your college ID number, which can be found on the <u>mySJC</u> 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 MyList" (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.
- 9. In the second box enter the library's email (<u>Meem.Library@sjc.edu</u>) 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. 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.
- 11. Library staff will fulfill your request within 24 48 hours. You will receive an email confirmation when your books are available to be picked up in Meem 101, which can be accessed using the south porch door between the armillary sphere and the garden. Meem 101 will be open Sunday Friday, 9 a.m. to 5 p.m. Only one person at a time should be in this room; please wait your turn on the covered porch if someone is already in the room.