Requesting in URSUS

Slide 1
Welcome to the Blake Library Tutorials

Slide 2
Tutorial #2: Requesting from Other URSUS Libraries

Before learning how to Request from other libraries, please review the "Keyword Search..." tutorial.

Slide 3

Slide 4
Notice, by choosing the Blake Library link, the URSUS system automatically limits the search to Blake Library.
Requesting in URSUS

Slide 5
Type in your keywords and press the search button.

Slide 6

Slide 8
Here is a book, Island Bats, that looks interesting, but though ebooks are a great way to get quick access, you may want the print version.

Slide 9
At this point, we can open up the search to include the other URSUS libraries.
Requesting in URSUS

Slide 10

We can use the drop-down menu to select another location. In this search we will choose “Search Entire URSUS Catalog.”

Slide 11

Slide 13

We now have more results from which we can choose.

Slide 15

Here is another Island Bats book that shows it is a print book rather than an ebook.
Requesting in URSUS

Slide 16

As you can see, the book is not available at Fort Kent (or UMFK). It is available at UM Orono.

Slide 17

In order to retrieve the book from Orono, all we have to do is click on the Request button found at the top of the screen.

Slide 19

On the Request Verification page, type in your first and last name and then your barcode from your UMFK Bengal Badge.

Slide 20

Then choose the location where you will pick up your item. Typically, this will be at UMFK.
Requesting in URSUS

Slide 21

Request Verification

Requesting island bets: evolution, ecology, and conservation / edited by Theodore H. Fleming and Paul A. Racey

Please enter the following information:

For example, type "Jane Smith" and then press ENTER.
Name: Jane
For example, type "CA123..." and then press ENTER.
Bar Code: **********

Pickup Location
(Choose a Pickup Location)

Cancel if not filled by:
Month Month: 
Day Day: 
Year Year: 
Submit

Slide 23

URSUS

Request Verification

Finally, click submit to process your request.

Slide 24

URSUS

Request Verification

The date option is not required. This is only if you want the item after a certain date. It will not help you get it faster.
Requesting in URSUS

**Slide 26**

Once you submit, you are done. If the item had been at more than one location, the system would have chosen a location for you.

In 2-3 days you should receive your book. If you have an email address on file in our system (all faculty, staff, and students do), then you will receive an email when your item arrives.

**Slide 27**

On a side note:

If an item you want is already checked out and unavailable elsewhere, you can place a hold on the item by requesting it like we did here. This will tell the system to send you the item as soon as it is returned.

**Slide 28**

At this point, you can return to the regular display.

**Slide 29**

Sometimes titles we want are not found at any library in the University of Maine System, are not available for checkout, or are not allowed to be requested online.
Please view our tutorial on Requesting from MaineCat to see what other resources you have available to you.

This is the end of the tutorial on Requesting from URSUS Libraries. Please remember to ask library staff for help at any time.