**How to Use the OhioLINK Library Catalog**

**What is the OhioLINK Library Catalog?**

OhioLINK is a statewide catalog which contains library records from over 80 Ohio colleges and universities. Using your ODU ID number, you can easily request materials from another OhioLINK library. Those materials will be sent to whichever OhioLINK library you specify, including the ODU Library.

**Step 1. Start your search in the ODU Library Catalog First**

Start with the ODU Library Catalog first, to see what may be immediately available to you from our collection. Moreover, if an item is available at ODU, it can’t be requested from another OhioLINK member library, with exceptions made for those in the ODU distance online learning programs.

1. Using your Web browser, go to: [http://library.ohiodominican.edu](http://library.ohiodominican.edu).
2. Enter your search terms in the search box.

*For information on the ODU Library Catalog, see the “How to Search the ODU Library Catalog” guide.*

**Step 2. Move your Search into the OhioLINK Library Catalog**

1. Look for the button (typically above your list of results) to transfer your search into the OhioLINK Library Catalog.
2. Look through your list of results in the OhioLINK Library Catalog and identify the items you would like.

Use the OhioLINK Library Catalog when you need to find additional resources not available in the ODU Library.

*The OhioLINK Library Catalog can be searched much in the same way as you search the ODU Library Catalog.*

**Step 3. If You Need to Limit or Sort Your Results**

Look for these options near the top of your screen:

1. **Relevance | Date | Title**
2. **Limit & Sort button**
3. **Modify Search button**
Your options may include the following:
- Sorting your results by relevance, date or title
- Language
- Material type (e.g. DVD)
- Location
- Year Range

Step 4. Request the Item

1. If at least one of the libraries has a copy AVAILABLE, click on the REQUEST button.

2. Then indicate your school and then click the Submit above information button.

3. Type in your last name and the last 7 digits of your ID number from your ODU ID card.
   And select the school at which you want to pick up your OhioLINK item.

   **Note:** You can pick up the item at ODU Library in Spangler Learning Center or from any other participating OhioLINK library. Choose from the drop-down menu and click on the Submit button.

4. Be sure to log off when you are through searching in the OhioLINK Library Catalog. If you don’t, others will have access to your account, with the option of ordering or cancelling orders for you! Look for “Log off You are logged in…” toward the top of the web page.
You will receive an e-mail message in your ODU e-mailbox within 5-7 business days, informing you that your item is ready for pick-up at whichever library you selected.

When you have finished using the borrowed item, return it to the ODU Library. We will send it back to the original OhioLINK library for you.

If your item is not available via OhioLINK, you may still be able to request the item, through Interlibrary Loan. For more information, http://www.ohiodominican.edu/library/research-tools-services/interlibrary-loan-logon

Step 5. Go Back to Your List of Results

- Click Regular Display and then Return To List to return to the results list.

An Alternative to Requesting an Item: Pickup Anywhere Option

If you prefer, rather than requesting an item be shipped to Spangler, you can stop by and check out the item from an participating OhioLINK member library if it is available for checkout. Just bring your valid ODU ID.

We recommend that you call ahead and make sure the item is there. It is also advisable to verify the library’s hours and parking arrangements.

A Word about Ebooks & EJournals

If you are looking for ebooks, we recommend that use the ODU Library Catalog and the Additional Ebooks linked from the catalog home page, http://library.ohiodominican.edu.

If you see an ebook in the OhioLINK Library Catalog, you may or may not have access to that ebook. Some ebooks will be available to you through the OhioLINK Library Catalog, but only (a) books that are publically accessible by everyone or (b) books that have Ohio Dominican University Library listed as one of the libraries owning copies of those books.