Requesting an Item from another USMAI Library

There are two different ways to request an item from another University System of Maryland and Affiliated Institutions (USMAI) library. The first is searching OneSearch and the other is searching CatalogUSMAI.

NOTE:

If you are a FSU distance student who lives near one of the other USMAI campuses, you can have the item you request delivered to that campus located nearest to you. In order to pick the book up, you would need to have your FSU ID.

If you are a FSU distance student who does not live near any of the USMAI campuses, you can have the item you request delivered to your home address via UPS. In order to have the item delivered to you:

1. Select FSU has the location for delivery
2. Call the Circulation Desk (301-687-4395) and state that you are a distance student who just ordered a book from another campus.
3. The circulation desk will double check your mailing address and have the item set to be sent to you when it arrives at FSU.

Ordering an item from another USMAI Library after Searching OneSearch

1. On the library’s home page is the option to search via OneSearch
2. Type in your search term(s). In this example it is early childhood education

3. Once you have entered your search term(s), select the Search button.
4. You will now have a results page that will show in a new screen.
5. For this example, we have found a book that is only available at another USMAI library (Shady Grove).
6. To request the book be sent to you from this other library, you need to select the link that says Request Item.

7. After you select this link, you will receive a box that asks you to select your campus. Since you are a Frostburg State University student, select Frostburg State University.

8. You will then be asked to enter your 14-digit Barcode and your last name.

9. Once you enter your barcode and last name, select Log In.

10. The next screen that comes up will ask you where you want the item delivered.
11. Select Frostburg State University if you want the item sent to you.
12. Remember to contact the Circulation Desk to make them aware that when the book arrives it needs to be mailed to you.

**Ordering an item from another USMAI Library after Searching CatalogUSMAI**

1. You can access CatalogUSMAI from the library’s home page.
2. Select the second tab, catalog and then click on the link for FSU Catalog.
3. This will bring you to CatalogUSMAI where you can enter your search term(s). For this example, we will search on the term educational psychology.
4. Once you have entered your search term(s), click on the Search Button.

5. You now have a results screen.

6. For this example, we found a book that is available at several other libraries, but not here at FSU.

7. To find out more about the book and to be able to order the book, click on the title of the book.

8. Now select the link under Availability on the line next to All Locations.
9. This will bring you to the screen that allows you to request the item.
10. Click on the Request Button.

11. After you select this link, you will receive a box that asks you to select your campus. Since you are a Frostburg State University student, select Frostburg State University.

12. You will then be asked to enter your 14-digit Barcode and your last name.
13. Once you enter your barcode and last name, select Log In.
14. The next screen that comes up will ask you where you want the item delivered.
15. Select Frostburg State University if you want the item sent to you.

16. Remember to contact the Circulation Desk to make them aware that when the book arrives it needs to be mailed to you.

For additional assistance, please contact a Reference Librarian at libref@frostburg.edu or 301-687-4424.