

12/03/08 Podcast Transcript: How do I... get a book our library doesn't own?

<http://iminervapodcast.blogspot.com/2008/12/how-do-i-get-book-our-library-doesnt.html>

(BFW) Have you identified the perfect book but you can't find it in our library catalog? Does this mean the library doesn't own it? What do you do now? **(HW)** Don't give up! It is our job to make sure that you get the materials that you need and we'll do our best to help you find them. First step, double check that we really don't own the book.

(BFW) Sometimes a book is tricky to find: did you spell something wrong when searching? is there more than one author or a secondary title? are there multiple language or format editions? **(HW)** Ask a Reference Librarian for help if you aren't sure, since they might be able to find it even if you couldn't. Stop by the library reference desk or contact us by calling us, IM-ing us, sending us a text message or sending us an email.

(BFW) Okay, you have determined the library doesn't own the book so you have a couple of options. Depending on how fast you need the book, one option is to go to the nearby library who owns it. How do you find out what libraries own a book? **(HW)** There is wonderful database on our library website -- one of my favorites -- called WorldCat, short for world catalog. WorldCat is an online catalog of books in all the libraries worldwide and a great place to start a comprehensive search to find any books on your topic. It's also a good way to search for a specific book: Just type in the title of the book -- and ta-da! - it lists all the libraries that own a copy of it. You might get lucky and the book might be right nearby at A&T or Guilford College or the Greensboro Public Library. In that case, you can head over there and check it out of their library. **(BFW)** You can of course get a public library card if you don't have one, but if it's another college, can you check out books at their library? Actually for many colleges in North Carolina, the answer is YES! Check out the links on this podcast page for the web page which lists our borrowing privileges with other schools. Generally, most UNC system schools and all the colleges and universities in the Piedmont Triad area are included.

(HW) Here's another option. Say the book is not available locally or you can't get over to the other library to check it out. Try using our awesome service called Interlibrary Loan. It typically takes 5-10 days for the book to arrive at UNCG and you don't have to go anywhere or pay anything to get the book you want. The Interlibrary Loan Office takes care of it all for you. **(BFW)** All you need to do is make a request online by filling out our Interlibrary Loan (also called ILL) request form, found on our library website. Log in using your Novell Account Information. Choose "Request a Loan" for borrowing a book and fill out the form. It might help if you know a little bit about the book, especially the title and the author. When the book arrives to the library, an e-mail

will be sent to you to let you know its now available. You can pick up the book in the ILL office located in the far corner of the Jackson Library by the Reading Room or, when that office is closed, at the Circulation Desk.

(HW) Remember there is no charge to borrow books through Interlibrary loan, and most books can be checked out for four to six weeks.

(BFW) Sounds great, doesn't? just one of the many services you get **(HW)** for free **(BFW)** from UNCG's Libraries!