In this video clip we search for a specific book – first in SMSU’s collection and then in the rest of the MnPALS libraries.

Many times as you’re conducting research, you will find resources that are mentioned in bibliographies of sources you are already using. If you need to look for a book from those resources, you’ll want to use the MnPALS online catalog.

On the SMSU Library homepage, the most direct way is to use the Books option. Since you’ll have an exact title from the Reference list you’re using, you can choose to set your search to search only in the title field. In my example, I am looking for a book edited by Robert L. Simon called *The Ethics of Coaching Sports: Moral, Social, and Legal Issues*, so I will search by that title.

I am only searching in SMSU’s collection right now – I can see that by the University logo in the upper left. Nothing at SMSU matches my title search. So now I want to see if another library owns this book. To do that I will change the location drop-down menu from Southwest Minnesota State University to All MnPALS Libraries which is found at the very top of the list. Note how the logo has changed from SMSU to MnPALS; this is a visual indicator that I have moved out of my home library’s collection.

I can see that multiple libraries own this book. If I wanted to borrow this book, I’d need to complete an Interlibrary Loan request.

My first step is to do that is to look at the record of the book. If there are multiple libraries who own the book, as in this example, do not be concerned about which library’s record you select. The system will determine which library lends the book. Do note, however, the eBooks are not able to be lent.

In the Holdings tab, you’ll see a link called Request Item. Click on that and enter your StarID and password. After you log into the system, the link under Request Item has changed to Place an ILL Request. Clicking on that link will bring up a screen that includes the citation information for the book you are interested in and usually you just need to click Place Request. You will see a “No longer required after” date is automatically set to about 30 days from today. You may elect to change that date if you know you cannot use the book after that point. Please understand, though, that a certain amount of time is needed to get the book from another library, so if you put a date too near in the future the request will not be filled. In other words, you do need to plan ahead and allow time for book requests through Interlibrary Loan. Most materials arrive at our library within a week of the request.

To complete your request, click on the Place Request button. You’ll get a message that your request was successfully created. You will receive an email message in your SMSU account letting you know when the book has been received and is available for pick-up. If you are identified as a Distance Learner, the book will be mailed to your home address.

Please contact an SMSU Librarian if you have any questions about searching for materials at another library or requesting materials via Interlibrary Loan.