Introduction

In this tutorial, you will learn how to

- request USMAI items in Seeker
- request USMAI items in the library catalog

Loyola Notre Dame Library is a member of the University System of Maryland & Affiliated Institutions (USMAI), which means you have access to over 9 million items for your research.

Borrowing a book from a USMAI library is simple and convenient. All you have to do is request the book and choose your pick-up location. We’ll let you know when it’s ready! Or, if you live near the library, you can pick it up there. LNDL users can borrow most items from USMAI libraries, except reference books, books in special collections, and media. You can review all USMAI borrowing policies and procedures on our USMAI Borrowing page.

There are two ways to request books from another library, either in Seeker or the library’s catalog.
Requesting USMAI items in Seeker

If you locate a book in Seeker that you want to check out, first check if it’s available at the Loyola Notre Dame Library. If it is, our name will be listed as a location.

If you don’t see our name, then you can request it from another library.
First, check the book’s status and due date. If the status is “Available” and the due date says “On Shelf”, then you can request the book. Select “Request Item”.

1. **Song of Solomon / Toni Morrison**; [with a new foreword by the author].

On the following screen, click on your school - either Loyola University or Notre Dame of Maryland University.
On the next page, log in with your library barcode and last name.

Then, fill out the request form. From the drop-down menu beside Pickup/Delivery Location, you can choose either Loyola Notre Dame Library, Loyola-Columbia or Loyola-Timonium. You might see a list of Excluded pickup or delivery locations, which means those locations cannot be selected.

Note: if you choose to have books delivered to the Columbia or Timonium campuses, delivery will take an extra 1-2 days.
Click Send to submit your request. After you request a book, you'll receive an e-mail when it's ready to be picked up. Requests typically take about a week. Borrowing periods and fines are different depending on the library, so definitely check out our page about USMAI borrowing policies and procedures.

Updated 2/10/17
If the item you want is on the shelf at the campus where you want to pick it up, that campus item.

**Pickup/delivery location:** Loyola Notre Dame Library

**Excluded pickup/delivery locations:**
- St. Mary's College of Maryland

**Requesting a USMAI item from the library’s catalog**

If you locate a book in the library’s catalog that you want to request from another library, you’ll follow similar steps. First, click the title.
Then, click Availability next to All Locations. Next, verify that its status says “On Shelf” and select “request”.

You’ll see the same login screen as before and follow the same steps for finishing your request.

You can also request that items located at the Loyola Notre Dame Library be pulled and held for pickup at the Circulation Desk.
Like other requests, make sure the status is “Available” and the due date is “On Shelf”. Then request the item like you would any other item. Be sure to choose Loyola Notre Dame as your Pick Up Location. You’ll receive an e-mail when the book is ready for pick up.

If you have any questions about requests, you can always Ask a Librarian!