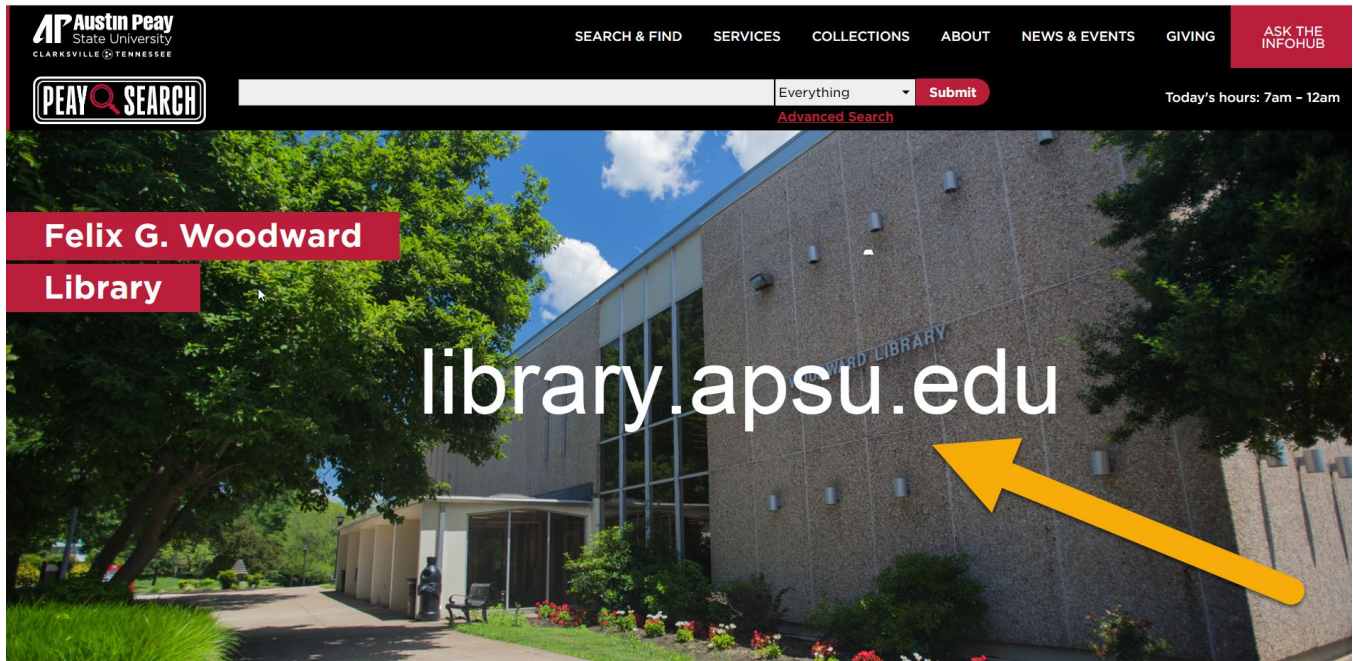
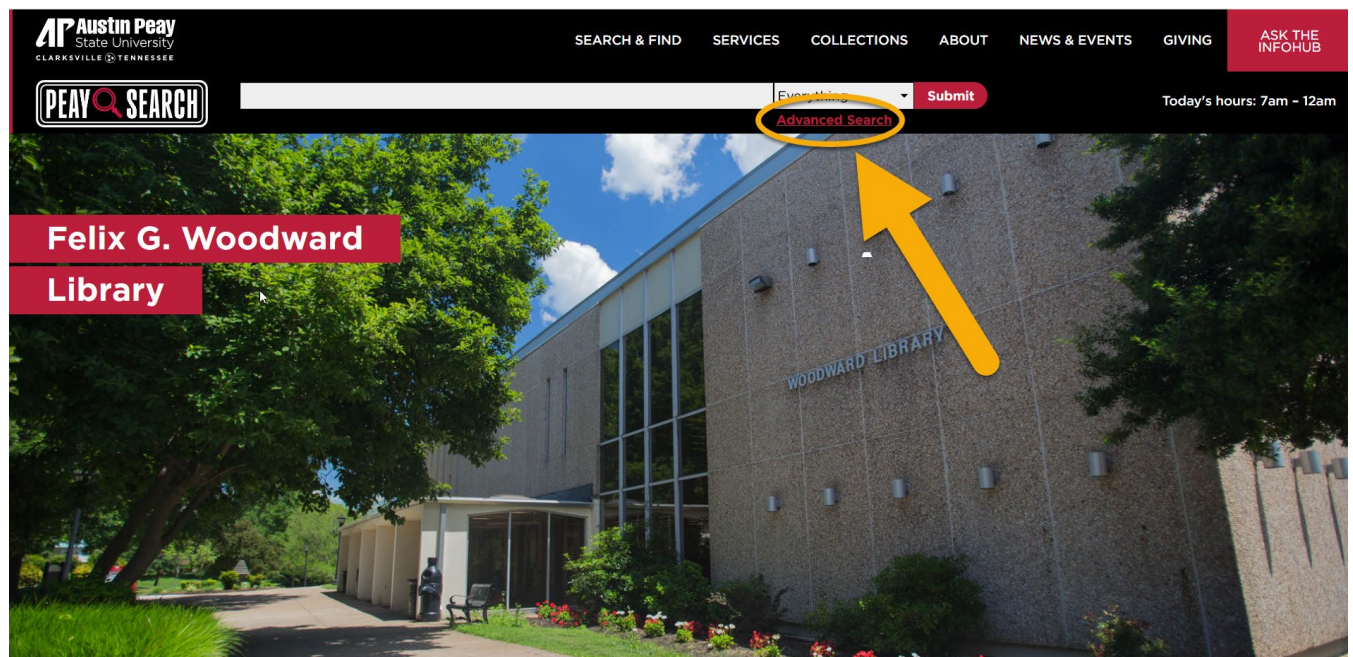


Instructions to request Texts for Vets Textbooks

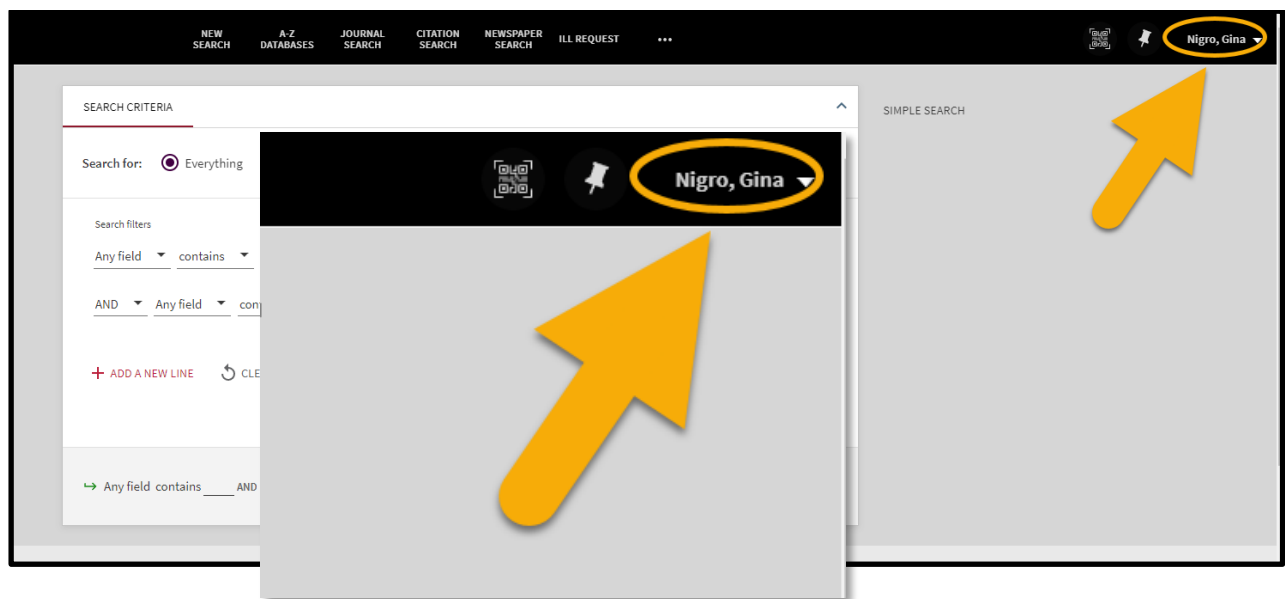
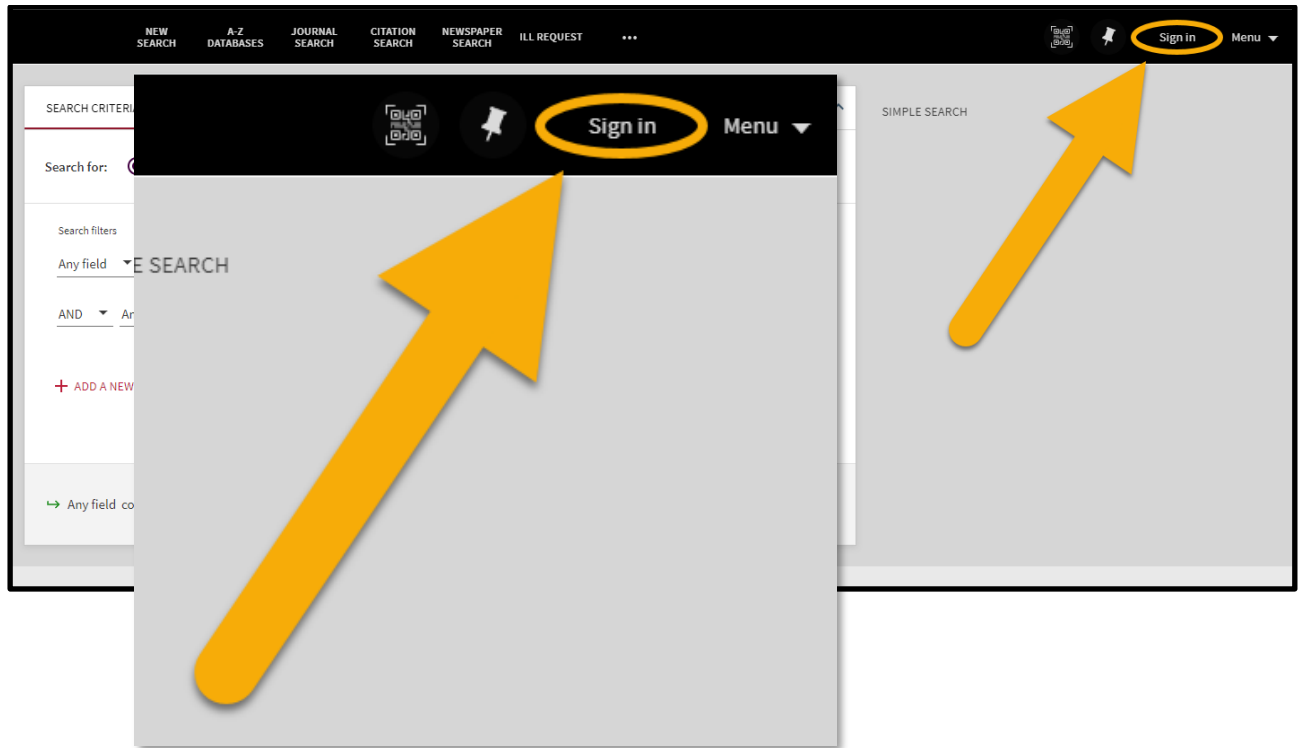
1. Begin by going to the Library's homepage at library.apsu.edu.



2. Click on the "Advanced Search" link under the search box.



3. Sign in to *PeaySearch* using your Single Sign-On credentials. Once signed in, your name will be visible.



4. Next to "Search for:" select "Library Catalog."

The screenshot shows the 'SEARCH CRITERIA' section of a library search interface. At the top, there is a 'Search for:' label followed by four radio button options: 'Everything', 'Library Catalog', 'Articles', and 'Course Reserves'. The 'Library Catalog' option is selected and circled in yellow. Below this, there are search filters for 'Any field' and 'AND' with 'contains' operators. On the right side, there are dropdown menus for 'Material Type', 'Language', and 'Start Date'. A large yellow arrow points from the 'Library Catalog' radio button towards the 'Material Type' dropdown menu. At the bottom right, there is a 'SEARCH' button with a magnifying glass icon.

5. Use the drop-down menu under "Material Type" to choose "Books."

This screenshot shows the same search criteria page as the previous one, but with the 'Material Type' dropdown menu open. The 'Library Catalog' radio button is still selected. The dropdown menu lists several options: 'All items', 'Journals', 'Books', 'Articles', and 'Images'. The 'Books' option is highlighted in yellow and circled in yellow. A large yellow arrow points from the 'Books' option back towards the search filters. The 'SEARCH' button is visible at the bottom right.

6. Enter the name of your textbook on the first line under "Search filters." For example: "HIST" and then click on Search

The screenshot shows a search interface with the following elements:

- SEARCH CRITERIA** header with an upward arrow.
- Search for:** Radio buttons for Everything, Library Catalog, Articles, and Course Reserves.
- Search filters:** A search bar with "Any field" and "contains" dropdowns, and the text "HIST" entered. Below it, another search bar with "AND", "Any field", "contains", and "Enter a search term" dropdowns.
- Material Type:** A dropdown menu set to "Books".
- Language:** A dropdown menu set to "Any language".
- Start Date:** Fields for Day, Month, and Start Year.
- End Date:** Fields for Day, Month, and End Year.
- Buttons:** "+ ADD A NEW LINE" and "CLEAR" with a refresh icon.
- Summary:** A line showing "Any field contains HIST AND Any field contains _____".
- SEARCH:** A button with a magnifying glass icon, circled in yellow.

A large yellow arrow points from the search filters area towards the SEARCH button.

7. Navigate to the left-hand side to "Location" and use the drop-down menu to select "Texts for Vets."

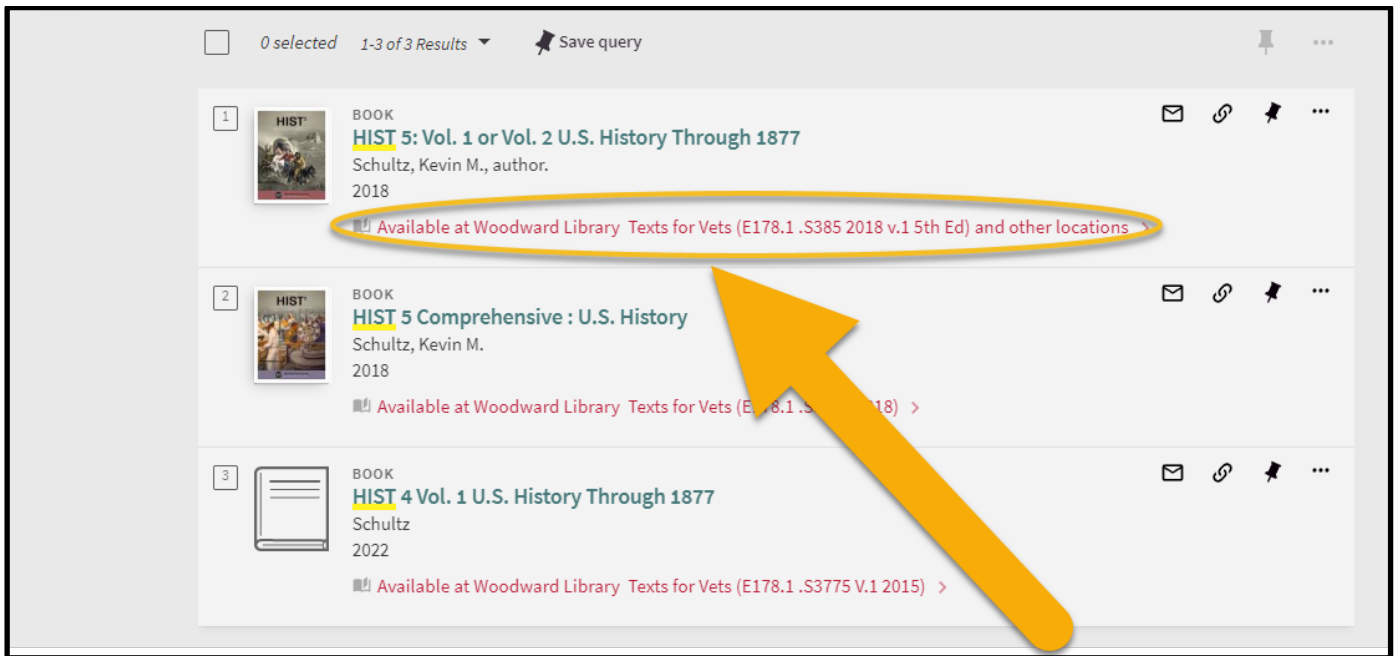
The screenshot shows search results with the following elements:

- Tweak your results** header.
- Sort by:** A dropdown menu set to "Relevance".
- Availability:** A dropdown menu with options: Available online, Held by library, Open Access, Peer-reviewed Journals.
- Location:** A dropdown menu with options: General Book Collection, Level 3 (4); Government Publications, Level 1 (1); Library Reserves, Access Services Desk, Level 2 (11); **Texts for Vets (3)** (circled in yellow).
- Resource Type:** A dropdown menu.
- Creation Date:** A dropdown menu.
- Author/Creator:** A dropdown menu.
- Subject:** A dropdown menu.
- Language:** A dropdown menu.
- Results:** A list of search results with icons, titles, authors, and availability information. The first result is "HIST" by Kevin M. Schultz, 2018, available at Woodward Library Texts for Vets. The second result is "Rewriting Roman history in the Middle Ages the 'Historia Romana' and the Manuscript Bamberg, Hist,3" by Marek Thue, 2007, available online. The third result is "THE AMERICAN JOURNEY 7th Ed. COMBINED VOLUME" by Goldfield, available at Woodward Library Library Reserves, Access Services Desk, Level 2. The fourth result is "Published to the Revolution-club, Edinburgh, 3d November, 1747. (To the tune of, &c.)" by [unclear], 1747, available online.

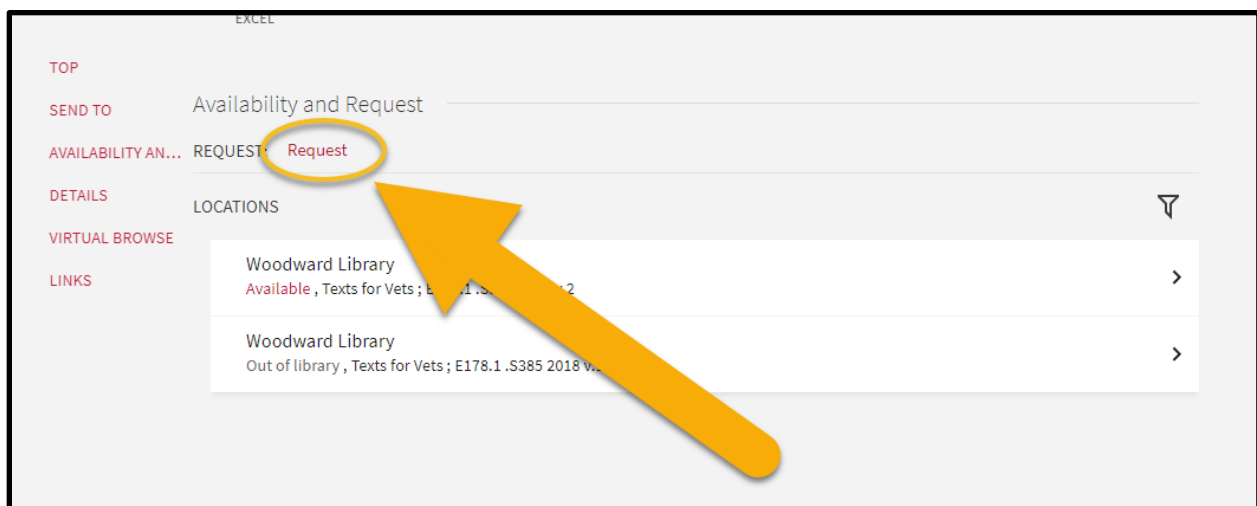
A large yellow arrow points from the "Texts for Vets (3)" option in the Location filter to the search results.

8. Once you identify the correct book, click on the **red** link under your title at the bottom of the book record.

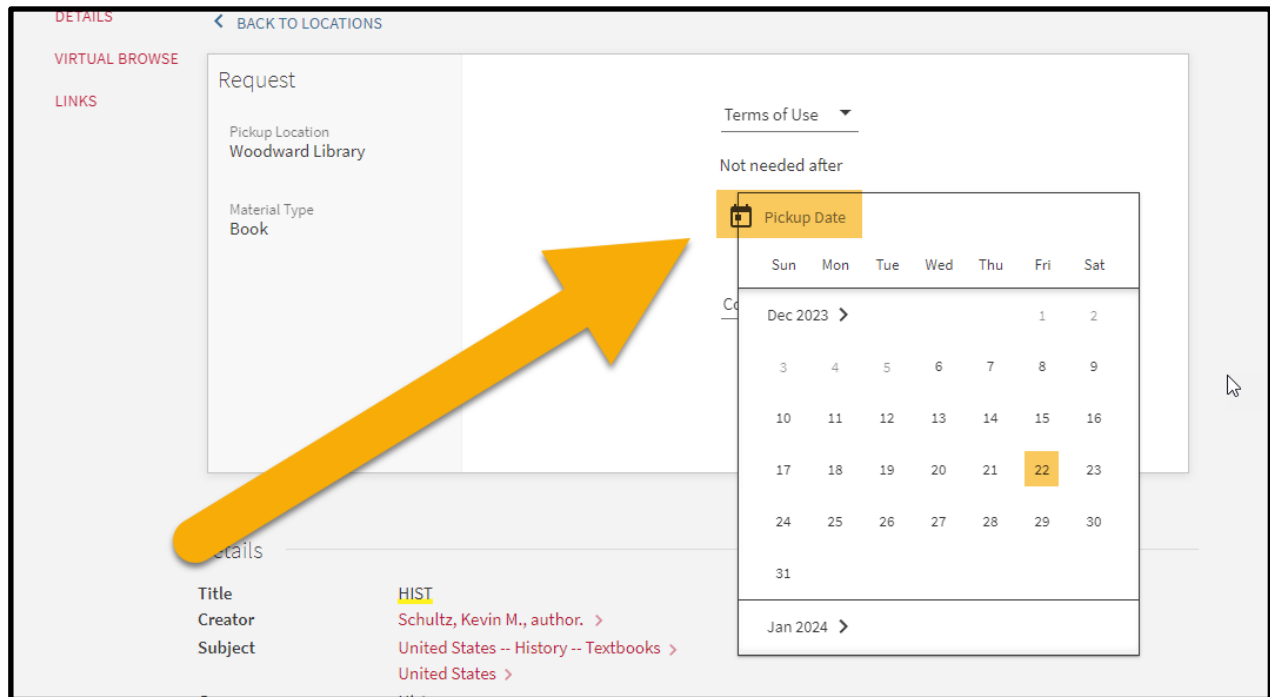
NOTE: Ensure you are choosing the correct book by checking for edition numbers, volume numbers, or publication years. If you do not see the current edition of your book, consult with your professor to confirm if an older edition is acceptable. If you do not see the book you need, contact Dana Chadwick at chadwickd@apsu.edu.



9. To request the book, click on the red **Request** link next to "Availability and Request."

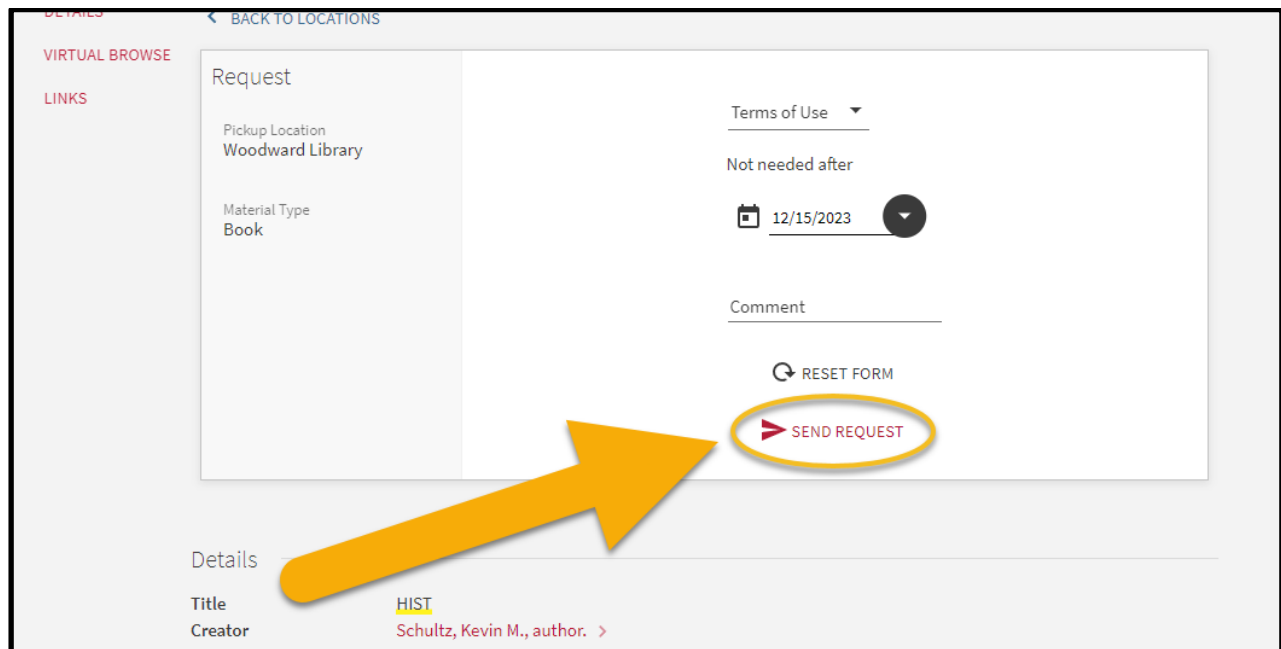


10. Select a pickup date. NOTE: Your book(s) will be available one day after you submit your request.



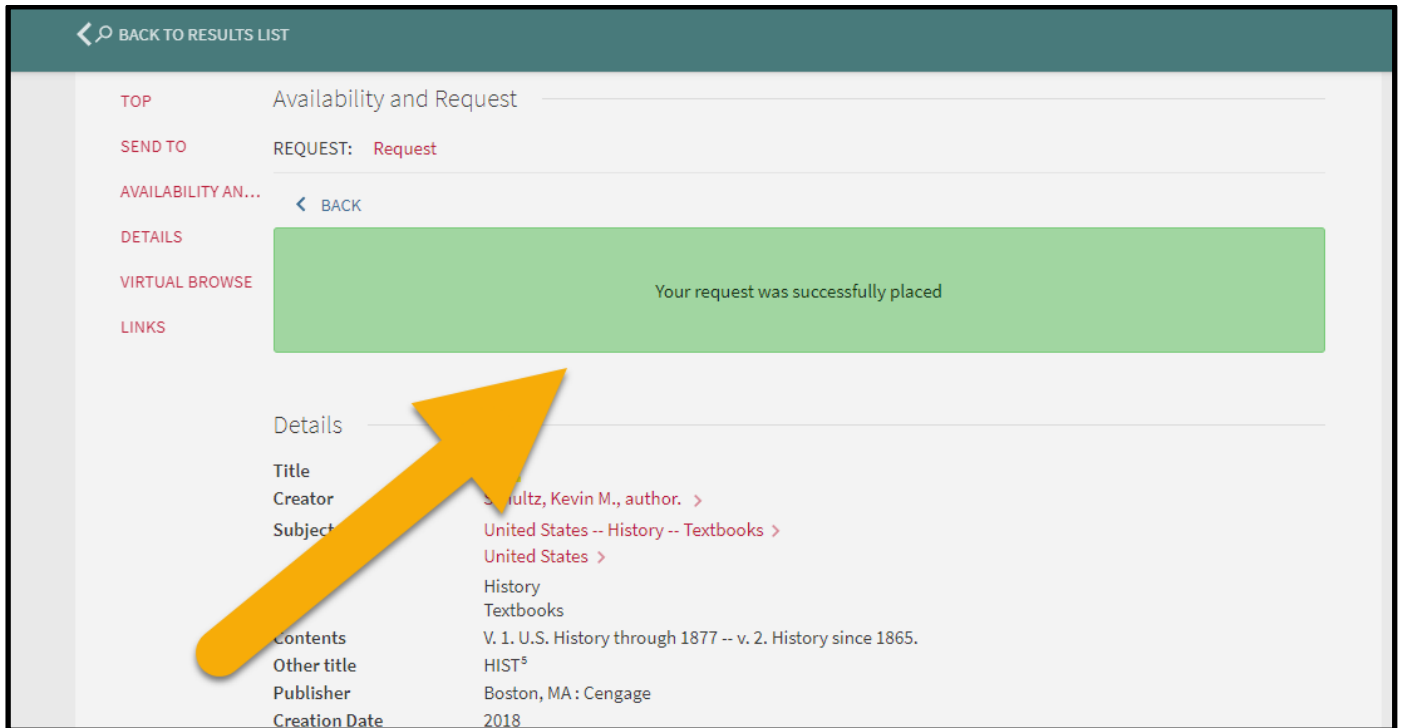
The screenshot shows a library request form. On the left, there are navigation links: "DETAILS", "VIRTUAL BROWSE", and "LINKS". The main form area is titled "Request" and includes fields for "Pickup Location" (Woodward Library) and "Material Type" (Book). A large orange arrow points from the left towards the "Pickup Date" field. The "Pickup Date" field is currently empty, and a calendar is displayed below it. The calendar shows the month of December 2023, with the date 22 highlighted in orange. Below the calendar, there is a "Comment" field and a "Terms of Use" dropdown menu. At the bottom of the form, there are "RESET FORM" and "SEND REQUEST" buttons. The "SEND REQUEST" button is highlighted with a yellow circle.

11. Click on the red "SEND REQUEST" link.

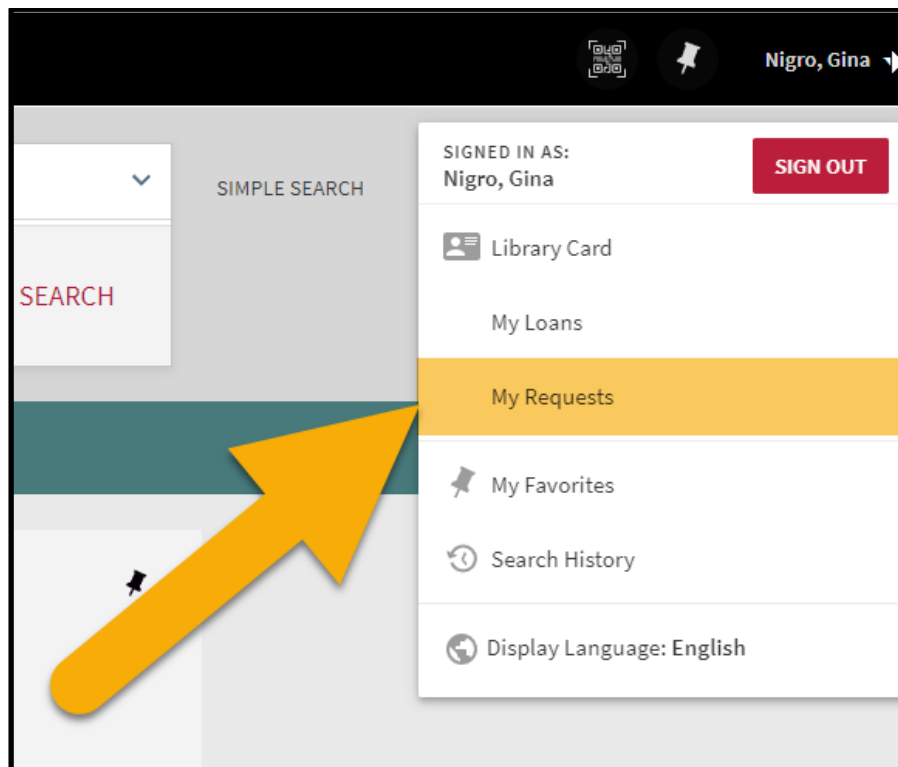


This screenshot shows the same library request form as the previous one, but with the "SEND REQUEST" button highlighted with a yellow circle. A large orange arrow points from the left towards the "SEND REQUEST" button. The "Pickup Date" field now contains the date "12/15/2023". The "Comment" field is empty. The "Terms of Use" dropdown menu is set to "Not needed after". The "RESET FORM" and "SEND REQUEST" buttons are visible at the bottom of the form. The "SEND REQUEST" button is highlighted with a yellow circle.

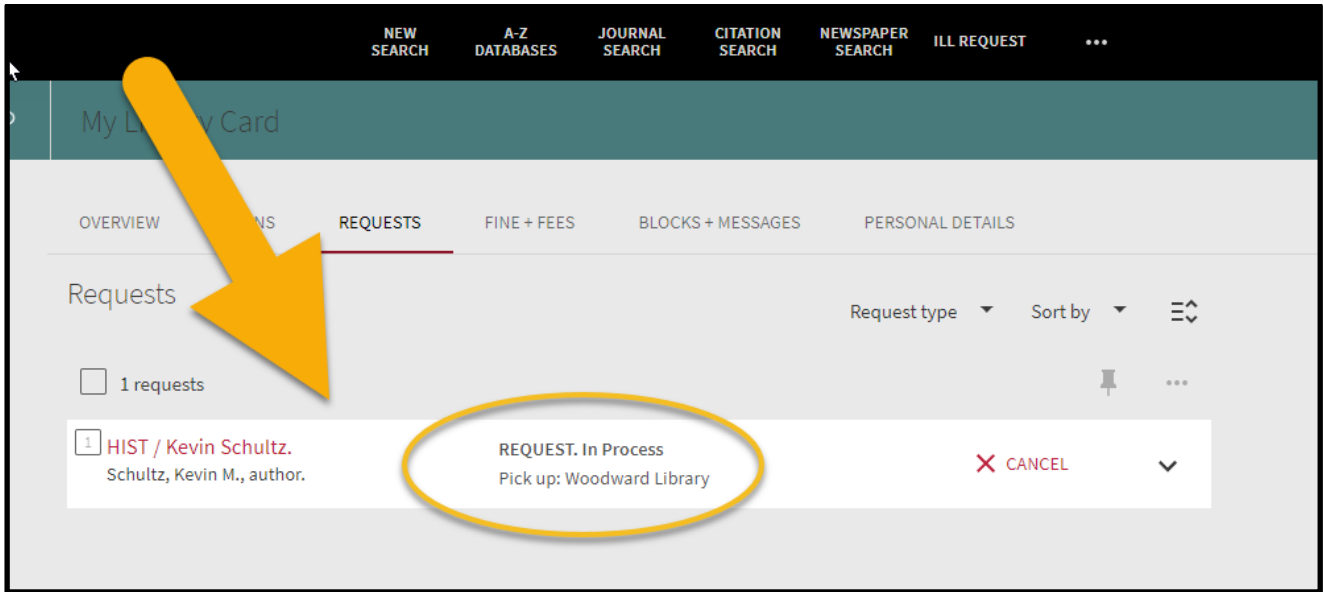
12. If your request is successful, you will receive a confirmation message letting you know that, "Your request was successfully placed."



13. You can look under your library account to see what books you have requested by clicking on "My Requests."



14. The book information lets you know the request is in process.



Please contact the following individuals if you need assistance in requesting your Texts for Vets textbook(s).

Dana Chadwick 931-221-1684 or chadwickd@apsu.edu

Jarrold Jackson 931-221-7978 or jacksonjr@apsu.edu

Gina Nigro 931-221-7028 or nigrog@apsu.edu