Transcript for Davis Library’s Video Tutorial:

1. To access the "OhioLINK Library Catalog" from the Davis Library's Home Page (www rio edu/library) click on the 2nd link listed under the "Find Books" heading.

2. For our example here, we'll use the default "Keyword" search menu option to see what we can find using the terms "communications and law."

3. Our results are listed according to "relevance," which is determined by the number of times our search terms appear in the item's "Full Record."

   To access an item's Full Record, click on its "Title" link.

4. Our keywords are highlighted so we can determine if their usage matches what we had in mind when we began our search.

   In the OhioLINK Library Catalog, the Full Record will very often also give us a "Table of Contents" or other information about the subject matter of the item.

   The "Subject Heading" or "Headings" that appear in these full records are assigned to help give us some indication of the item's content as well.

   These types of notations are helpful since we're not able to go to the "Stacks" and physically browse through the pages of these items ourselves.
5. Now, when a "Book Cover" icon is shown with an item listing, we can click on that image to get more information about the work.

Called the "Content Café," this feature may provide Table of Contents, book summaries, reviews and/or author information in addition to an up-close look at the item's cover art.

6. Then a link to a "Limited Preview in Google Books" is sometimes available, which allows us to read portions of the work online.

These features let us evaluate items—helping us to determine if they'll meet our "Information Need" or not—before borrowing.

7. Okay, let's say we want to check out this Title.

Let's find out if it's available for request.

Yes, one copy is available. So, we'll click on the "Request Button."

8. We'll then use the drop-down menu to select "Rio Grande CC," which stands for "Rio Grande Community College" and submit.

Next, we'll enter our "Name" (first and last) and "Barcode." The Barcode is your student or employee ID#. Students should add the letter "s" at the start of their identification numbers (e.g., S123456...)

Once this information is submitted, a message appears letting us know if our request was successful.
9. Then, when using a public computer, we'll want to be sure to "Log Off" when finished making all of our requests.

10. "OhioLINK Requests" usually take 2-3 working weekdays to be processed and may be tracked using Davis Library's "My Record" feature.

   Found through the Davis Library's Home Page, here's where we check on the delivery progress of our requests.

   The "Status" of our items will change from "REQUESTED" to "IN TRANSIT" to "READY." The "Ready Statement" lets us know the item is available for "Pick-Up". A date is also given with the Ready Statement letting us know how long we have to get the item.

   This is not the item's "Due Date," which is established at "Check-Out." Instead, this date just sets a time limit on the holding process.

   The My Record feature also lets us renew books online and check Due Dates for other borrowed library materials.

   Loan periods for borrowed items will vary depending on their format and the libraries lending them.

   So, it's very important to pay attention to Due Dates and check the My Record feature regularly to avoid "Overdue Fines."

   **PLEASE NOTE:** For more details on Davis Library’s “My Record” feature, which may be accessed through the Davis Library’s Home Page (www.rio.edu/library), see our “Managing Your Library Account @ Davis Library” video tutorial found at: [http://youtu.be/R3SpVvHaH1Y](http://youtu.be/R3SpVvHaH1Y)
11. If you have any questions about "Making OhioLINK Requests," then please... "Ask Us!"