Transcript for Davis Library’s Video Tutorial:

1. You’ve searched both the Davis Library’s catalog “RioCat” and the “OhioLINK Library Catalog” and still haven’t been able to locate the item you want. Don’t fret! Instead, try using “SearchOhio” to find and borrow library materials.

2. A shared catalog for 19 large Ohio public libraries, SearchOhio is integrated into the OhioLINK Library Catalog so searches made initially in the OhioLINK system may be passed through to the SearchOhio system.

3. SearchOhio gives “OhioLINK Users” access to over 10 million popular books, DVDs and CDs. So often, what you think isn’t available to you may very well be. SearchOhio items are requested like OhioLINK items and generally take 3-5 days to be shipped to their designated pick-up location.

4. For example, let’s say you’re looking for the 2010 movie “Diary of a Wimpy Kid” on DVD. You do a “Title Search” RioCat and your results show no matches. So from here, RioCat suggests that you search the OhioLINK Library Catalog for the item.
5. The Title Search results in the OhioLINK Library Catalog give us several options to explore. Clicking the first link listed we then see in brackets that the second item shown is a “videorecording.”

6. Viewing the item’s “Full Record” we can see that this is the DVD we want. Unfortunately, no “AVAILABLE” “Status” is showing. So, here’s where we’ll pass our Title Search through to SearchOhio.

7. Once again, a number of results are listed. Let’s just take a look at the first link provided.

8. Here, several "Brief Records" are shown and 3 of the top 5 that have “Diary of a Wimpy Kid” as their title use a “film reel” icon to help identify their format. Let’s click on the first item to see if it’s available for request.

9. We’re in luck! Several DVDs of this movie show “AVAILABLE” for their Status. To make our request, we’ll click the “Request Item” button.
10. Next, we’ll use the drop-down menu to select “Rio Grande CC,” which stands for "Rio Grande Community College."

Once that information is submitted, our "Name" and "Barcode" are requested.

Full name (first and last) should be entered and for the Barcode, they want student or employee ID#s. Students should include the letter “s” at the start of their identification numbers. Afterwards, a message on the success of your request appears.

**PLEASE NOTE:** While it’s not stated in this video tutorial, Rio Grande Faculty and Staff may sign up for their PIN using our “Faculty/Staff Library Registration Form” found at: [http://www.rio.edu/library/documents/FacultyRegistrationForm.pdf](http://www.rio.edu/library/documents/FacultyRegistrationForm.pdf)

11. Like OhioLINK requests, holds on SearchOhio items may be tracked using Davis Library’s “My Record” feature. This nifty little tool allows you to easily manage "Your Library Account" making it possible renew most of your library materials online.

**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](http://www.rio.edu/library)), see our “Managing Your Library Account @ Davis Library” video tutorial found at: [http://youtu.be/R3SPxVYaH1Y](http://youtu.be/R3SPxVYaH1Y)
12. OhioLINK and SearchOhio requests will be delivered to your specified pick-up location, which for many Rio Grande students this means the Davis Library’s Circulation Desk.

13. Now, it’s very important that you do pay close attention to due dates and renewal limits. They’ll often vary depending on format types and the libraries loaning them.

14. Have any questions about "Using SearchOhio?" Please feel free to... "Ask Us!"