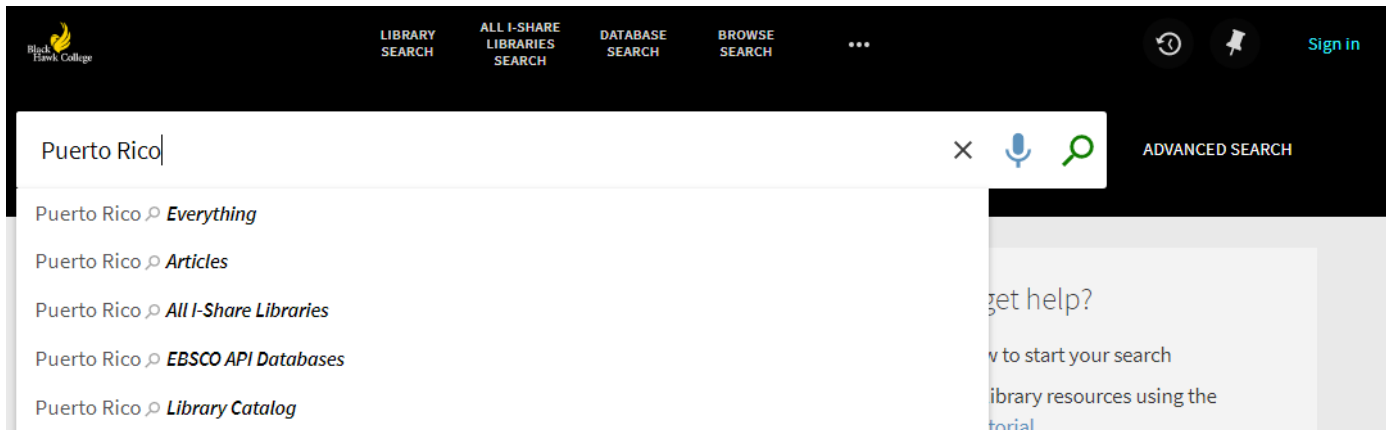


How to Find and Request a Print Book

- Click on **Library** on your Canvas course page—this will take you to the Library homepage
- Or go to <https://www.bhc.edu/academics/academic-resources/library/>
- Click on the **Searching** button
- Click on **Sign in** (upper right-hand corner), in the pop-up choose **Black Hawk College users**
- **Sign in** using your **myBlackHawk username and password**.
- **Type** a search term in the query box (you may use more than one word)



- Choose **Library Catalog** from the dropdown menu
- Click the **search** icon (the magnifying glass)
- Click **Advanced Search** to search by Keyword, Title, Author, or Subject
- On the **Results** page in **Tweak your results**, under **Availability**, click on **Held by Library** for print books
- Click on **Library** to choose **East Campus Library** or **Quad Cities Campus Library**
- Click on the **book title** to get more information about that book
- Scroll to the **Details** section for **Subject terms** and a **Description**, to determine if the book will be useful
- To save the book details page for later use, go to **Send to** and select **Permalink**, **Print** or **Email**
- Click **Citation** in the **Send to** section to view and copy the **Citation** for this book
- To **Request** the book for **contact-free pick-up**, go to the **Get It** section of the detailed record
- Click on **Request**
- In the **pop-up**, choose a **pick-up location**, add a note, a needed after date and/or a comment
- Click **Send Request**
- To return to your results list to view a different book, click the **X** at the left side of the page
- **Contact-free pick-up requests may take up to 5 days to fulfill, so plan ahead.**
- **To Renew** a book or DVD that you have borrowed, go to the Library homepage
- Click on the **Searching** button
- Click on **Sign in**, choose Black Hawk College users in the pop-up
- **Sign in with your myBlack Hawk username and password**
- Click on **your name** (in the upper right-hand corner)
- In the drop-down click on **Loans**
- Choose the item you want to renew, and click **renew**

Need Help? Contact a Librarian at libraryref@bhc.edu or 309-796-5147.