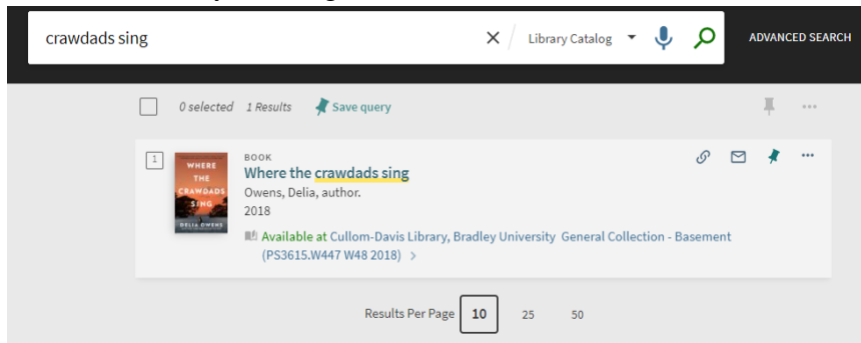


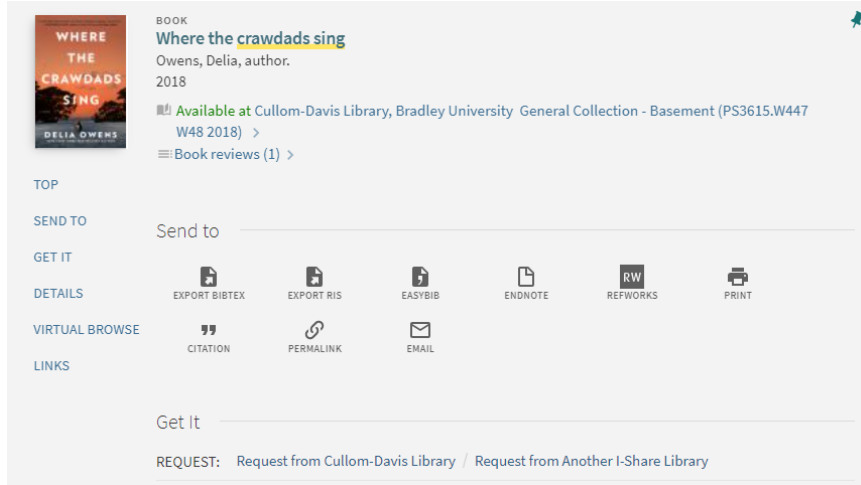
## Faculty and Staff Document Delivery Guide

### Request for materials belonging to the Cullom-Davis Library

1. Start search on Cullom-Davis Library Home page. Enter item name in the *Library Catalog* search bar.
2. Select item by clicking on the title.



3. Under *REQUEST*, select **Request from Cullom-Davis Library**.



4. A pop-up for *PICKUP* or *PERSONAL DELIVERY* will appear. For Document Delivery, click **Work Address**.

The screenshot shows a web form titled "Request" with a sidebar on the left containing "Material Type" and "Book". The main content area has a message: "If you are requesting delivery to your office and may not be present to receive the delivery, please provide an administrative office in the 'Comment' field as an alternative delivery location". Below this is a dropdown menu with the following options: "PICKUP", "Cullom-Davis Library, Bradley University", "PERSONAL DELIVERY", and "Work Address". Below the dropdown is a text input field labeled "Comment (incl. admin office no. for delivery)". At the bottom of the form are two buttons: "RESET FORM" and "SEND REQUEST".

5. Under *Comment*, if you might not be available to receive your items during regular delivery hours, please enter your department's main office. In the example, the library staff would include LIB 144, noting the department and the room number.

If, and only if, the materials will be of no use to you after a certain date, enter that date under *Not needed after*. Entering a date does not make your request a higher priority than it already is. Requests will be cancelled once the date needed by has passed.

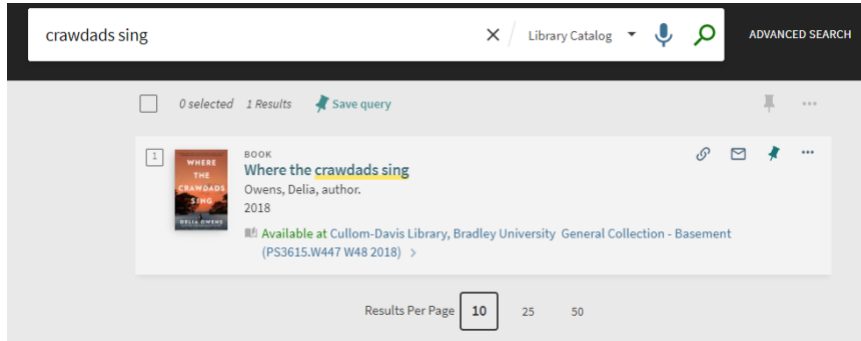
The screenshot shows the same web form as above, but with the "Work Address" option selected in the dropdown menu. Below the dropdown is a text input field labeled "Comment (incl. admin office no. for delivery)" containing the text "LIB 144". Below this is a date input field labeled "Not needed after" with a calendar icon and the word "Date". At the bottom of the form are two buttons: "RESET FORM" and "SEND REQUEST".

6. Click **SEND REQUEST**. You should receive an email confirming your request.

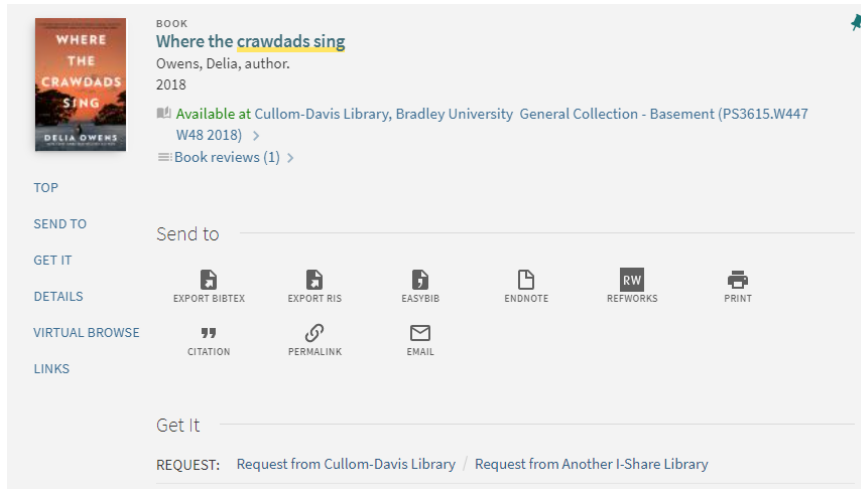
## Request for materials belonging to another I-Share Library

1. Start search on Cullom-Davis Library Home page. Enter item name in the *Library Catalog* search bar.

2. Select item by clicking on the title.



3. If there is a Bradley University copy of the materials, then resume Step 3 for the Cullom-Davis Library document delivery instructions. However, if the BU materials are already on loan or otherwise unavailable, under *REQUEST*, select **Request from Another I-Share Library**.



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4. A pop-up will appear. Verify the materials next to the first red asterisk are correct. Autofill should populate *Bradley University (BRA)—Peoria, IL* next to the second red asterisk, under *Preferred Pickup Institution*. Autofill will enter *Cullom-Davis Library, Bradley University* under *Preferred Local Pickup Location*.

**For Faculty/Staff Office Delivery:** Click the box marked **FACULTY AND STAFF ONLY**. Under *Comment*, if you might not be available to receive your items during regular delivery hours, please enter your department's main office. In the example, the library staff would include LIB 144, noting the department and the room number.

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★ Where the crawdads sing /

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Preferred Pickup Institution  
★ Bradley University (BRA) —Peoria, IL ▼

Preferred Local Pickup Location  
🔒 Cullom-Davis Library, Bradley University ▼

**FACULTY AND STAFF ONLY:** If you would like this item delivered to your office, please check this box. If you believe you may not be present to receive the delivery, please provide an administrative office in the "Comment" field as an alternative delivery location.

Comment  
LIB 144

 RESET FORM

 SEND REQUEST

5. Click **SEND REQUEST**. You should receive an email confirming your request from the I-Share Library the materials will be coming from.