



How Penn State World Campus Students Can Request Library Materials



Penn State World Campus students have access to the Penn State University Libraries, which include millions of books, e-books, maps, CDs, DVDs, and much more. Thousands of journals (many available online) as well as hundreds of research databases are also available to you during your academic journey.

We've put together this short guide demonstrating how to request the materials you need to complete course work that requires you to use the library.

1. Locate the materials you want via libraries.psu.edu, using LionSearch or the [Catalog](#).
2. Determine what type of resource you're requesting (electronic, physical, book, map, DVD, audio recording). If it is an online resource, you can open the resource directly from the record. If not, proceed to the next steps.
3. Make sure that your address is current. Check out this [helpful tutorial on how to update your mailing address with the Penn State University Libraries](#).
4. [Create an Interlibrary Loan account](#).
5. Decide if you want the materials sent to you or if you want partial electronic copies scanned to you. We can scan up to three chapters of each book for you.
6. If you want the item physically shipped to your address, select the I Want It button, select Penn State World Campus from the drop-down menu, and state when you no longer need the material. Please note that this is the end of the process if you just want a physical item shipped to you. Please note that there are different lengths of time that graduate and undergraduate students may borrowing a physical item, so [check the borrowing information for details](#).
7. If it is an electronic item or if you want a physical item to be delivered electronically, use the Request button. The Request button will take you to Interlibrary Loan.
8. Make sure that the right format type is selected on the left-hand side of the screen (book, article/book chapter, etc.) If you are selecting more than one chapter, be sure to make an individual request for each.
9. Fill out as much information as possible. The more complete your information, the faster you will receive your material. Resources are usually available to you within two business days.
10. Be alert for advanced recalls on materials. If we borrow the material from another library, the return timeline is different than if it is from a Penn State resource.
11. Please note there is a request feature to borrow materials not available through Penn State University Libraries from another library.

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