

# Curbside Pickup of Manderino Library Materials: A How-To Guide

## What is Curbside Pickup?

**Curbside Pickup** is available for: books and other library materials that are currently loanable (books, DVDs, realia, etc.). It allows Cal U students, staff, and faculty access to these library materials without the need to leave their vehicle.

**Physical course reserves (textbooks) are not available for loan.** Electronic items for a limited number of classes are available. Check [Course Reserves](#) for your class. Faculty may request limited scanning of textbooks for Course Reserves by contacting [reserves@calu.edu](mailto:reserves@calu.edu).

## How Do I Request Library Materials?

1. To request a book (or other material) start at the **Library's home page**.
  - a. Go to <https://library.calu.edu>
  - b. In the **Quick Links** box, choose "Library Catalog"
  - c. Here is where to find the link on the Library's home page:

The screenshot shows the Manderino Library Home page. At the top, there is a navigation bar with links: Home, Find Information, Frequently Used Resources, About the Library, and HELP Using the Library. Below this is a 'SPECIAL ANNOUNCEMENT' section with a red header: 'Manderino Library has RE-OPENED -- with restrictions! Please read!'. This section contains several bullet points regarding library access, hours, and restrictions. Below the announcement is a 'Quick Links' section with a list of links: Find Resources by Subject, Citing Sources & Style Guides, Library Catalog (highlighted in yellow), E-ZBorrow, Document Delivery, Interlibrary Loan, Course Reserves, Renew Books Online, and Cal U Bookstore: Get Your Textbooks. A purple box with an arrow points to the 'Library Catalog' link, with the text 'Click on "Library Catalog"'. To the right of the Quick Links is a 'Search Box Central' section with a search bar and options for 'OneSearch' and 'E-Books & Books'. Below the search bar are radio buttons for 'Keyword', 'Title', and 'Author', and a checkbox for 'Scholarly Articles (Peer Reviewed)'. At the bottom of the page, there is an 'A to Z List of Library Resources' section with a navigation bar containing letters A through S.

## 2. This will take you to the **Library's Catalog**

- a. **Search** for the item you want. In this example: *The Confession* by John Grisham.
- b. **TIPS:**
  - i. If you are searching for a **KNOWN BOOK** like our example, search for **BOTH** the words in the **Title** field **AND** the name of the **Author**, like this example below.
  - ii. If you are searching for a **TOPIC**, then leave the setting at "Select a Field." (That means it searches everywhere.)
  - iii. In this example, the search was for a known **BOOK**. Searching for just the **Title** alone, since it is quite short, found 55 results. Adding the **Author**, Grisham, found just the specific book.
- c. **Click** on the link: **Request from Shelves**
- d. Just before you click, you should see something like this:

Library Catalog OneSearch Full Text Finder Cal U Library Login

Manderino Library Catalog

You are searching the **Library Catalog (physical items only)**

the confession Choose "TI Title" here TI Title Search

AND grisham Choose "AU Author" here AU Author Clear ?

AND Select a Field (optional) + -

Basic Search Advanced Search Search History >

Refine Results

Current Search

Find ALL of my search terms:

TI the confession AND AU grisham

Limit To

2010 Publication Date 2010

Search Results: 1 - 1 of 1

1 **The confession / John Grisham.**

By: Grisham, John. New York : Doubleday, c2010. 418 p. ; 25 cm. Language: English

Subjects: Legal stories; Suspense fiction; Judicial error -- Fiction; Death row inmates -- Fiction

**Request from Shelves** E-ZBorrow this book Interlibrary Loan this book

Book

Location	Call No.
Manderino Library Main Collection (4th floor)	PS3557.R5355 C66 2010 <a href="#">Text Call #</a>

Click here

Doing a specific search by TITLE and AUTHOR will help you find the exact item you want more quickly.

If you are searching for a TOPIC, leave the default setting (= a keyword search)

### 3. Use the new screen to Sign In

a. Click on the **TITLE** of the item:


The screenshot shows the top navigation bar with 'CAL U | Manderino Library CATALOG' on the left and 'NEW SEARCH', 'BROWSE', 'LIBRARY HOME', 'ASK THE LIBRARY', and 'BROWSE' on the right. A search bar contains the ID '996928844003557'. Below the search bar is a yellow banner with the text 'Sign in to get complete results and to request items' and a 'Sign in' link. The search results show '0 selected 1 Results'. The first result is 'The confession' by John Grisham, c2010. A purple box highlights the title 'The confession', and a purple arrow points to it with the text 'Click on the TITLE'. Below the title, it says 'Available at Manderino Library Main Collection (4th floor) (PS3557.R5355 C66 2010) >' and 'Text item call number'.

b. Click on the **Sign In** link:

The screenshot shows the item details page for 'The confession' by John Grisham, c2010. A purple box highlights the title 'The confession'. Below the title, it says 'Available at Manderino Library Main Collection (4th floor) (PS3557.R5355 C66 2010) >' and 'Text item call number'. On the left side, there is a vertical menu with options: 'TOP', 'SEND TO', 'GET IT', 'DETAILS', 'LINKS', and 'VIRTUAL BROWSE'. Below the menu, there is a 'Send to' field and a 'Get It' section. The 'Get It' section has a yellow banner with the text 'Sign in to request for pick up (available in 24 hours)' and a 'Sign in' link. A purple box highlights the 'Sign in' link, and a purple arrow points to it with the text 'Click here to sign in'. Below the banner, there is a 'REQUEST OPTIONS:' section with the text 'Manderino Library Main Collection (4th floor) PS3557.R5355 C66 2010', 'Hide Details', and '(1 copy, 1 available, 0 requests)'. There are also icons for 'CITATION', 'PRINT', 'PERMALINK', and 'E-MAIL'.

c. **Enter your credentials** in the login window.

**TIP:** Use only your **username**. Do **not** include the @calu.edu part of your email address!



Username

Password

Your username in this case is simply your username, not your username@calu.edu. **Note!**

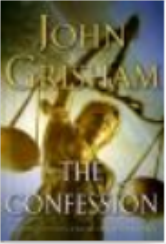
Don't Remember Login

Clear prior granting of permission for release of your information to this service.

Login

#### 4. Request the item

a. You now have the option to click on **Request**



BOOK  
**The confession**  
John Grisham  
c2010

Available at [Manderino Library Main Collection \(4th floor\) \(PS3557.R5355 C66 2010\)](#) >  
[Text item call number](#)

TOP

SEND TO

GET IT

CITATION PRINT PERMALINK E-MAIL

DETAILS

LINKS

VIRTUAL BROWSE

Get It

REQUEST OPTIONS: [Request](#) ← [Request the item](#)

- b. Choose the **Details of title you requested:** Loan Period (Terms of Use)
  - i. The Terms of Use is determined by the type of patron and the kind of item.
  - ii. The **Not Needed After** date is **OPTIONAL**.
- c. Then click **REQUEST (again!)**

The screenshot shows a web interface for requesting an item. On the left, there are links for 'LINKS' and 'VIRTUAL BROWSE'. The main heading is 'Get It'. The form is titled 'Details of title you requested:' and contains the following fields:

- Material Type:** A dropdown menu.
- Terms of Use:** A dropdown menu with '120 Days Loan' selected. A purple box with an arrow points to this field with the text: 'Choose terms of use (length varies by type of patron and the kind of item)'.
- Pickup Location:** A text field containing '\* Manderino Library'.
- Not Needed After:** A text field with '(optional)' and a calendar icon with an 'x' next to it.
- Comment:** A text input field.

At the bottom of the form, there is a 'CANCEL' button on the left and a 'REQUEST' button on the right. A purple box with an arrow points to the 'REQUEST' button with the text: 'Click "REQUEST" (again!)'.

- d. **YEAH! Your REQUEST has been placed!!**
- e. You will be **notified by campus email** when your item is **ready to be picked up**.
- f. Once notified, **reply with the date and time** that you would like to pick up your item.

**Available hours are:**

**Monday – Thursday: 8:00 AM – 5:00 PM**  
**Friday: 8:00 AM – 4:00 PM**  
**Saturday: Closed**  
**Sunday: 11:30 AM – 7:30 PM**

## 5. Return your item

- a. When you are done, return your item using the **Book Drop**.
- b. The **Book Drop** is on the **left side of the Library entrance** (as you approach).