Searching for and borrowing books

From the Evangel University libraries

Search the Evangel University online catalog at http://swan.searchmobius.org/search~S10

From the Other MOBIUS Libraries

Search the SWAN (Southwest Missouri libraries) online catalog at http://swan.searchmobius.org/

Search the complete MOBIUS online catalog (entire state holdings) at http://searchmobius.org/

Tips for searching the online catalogs:

- Be sure to take your time and experiment!

- Selecting a search type (“Keyword,” “Author,” “Title,” etc.) in the “Search Options” list on the right-hand side of the any page will pull up a page that provides instructions and examples of the search type selected. You will most commonly use the “Keyword” search.
When looking over your search results, be sure to click on the title of any book that looks potentially helpful since this will pull up a more detailed description. Pay attention to the “Subject” headings that are listed in any record that you pull up. If you click on the names of any of these subject headings, you will be directed to a search for all items in the catalog that use the same subject heading. This is a good way to narrow down your search.

Be aware of which catalog you are searching and pay close attention to the “Location” of items that you are interested in. (Are they available at one of the Evangel libraries or will you need to request them from other libraries?)
How to request books through the online catalogs:

EU/AGTS books that are currently checked out or books that are available through other SWAN/MOBIUS libraries.

You will need to have an EU library account before you can place requests online. You can check with the Library Circulation Desk at any time to determine if your account has been set up.

In the EU/SWAN Catalog

To place a hold on checked out EU or AGTS books or to place a request for a book available at a SWAN library:

1. Click on the “Request” option, either in the results list or from an open bibliographic record.

2. A Request page will open. Enter in the following information in the spaces provided:

   a. **Name**

   b. **Library ID.** In order to access your Patron Record, you will need to enter in your unique library ID. This ID is your Evangel student number (the number that appears in your student card’s barcode), followed by the letters "EU" (all caps).

   For instance, your ID may look something like this: **10002345678EU** or **40000000123EU**. If you need to verify your student number, the home page of your student portal account will have the full number listed near the top of the screen.
c. **Password.** If you have not already created a password, you can do so by entering a sequence of letters/numbers and clicking on "Submit." You will be responsible for creating and remembering your own password. If you forget your password, you can create a new one by selecting the “Forget your password?” option or contact the library’s Circulation Desk for help.

d. **Select a "Pickup Location."** A drop-down list is provided. You will want to select “Evangel University” or “Assemblies of God Theological Seminary."

e. **Enter a “Cancel if not Filled By” date.**

f. **Click "Submit."

3. **For Requests for EU/AGTS Books by Distance/Doctoral Students:** Library staff will retrieve the book (if currently available on the shelf) and check it out to your account. They will then make sure that the book is shipped to your home address.

4. **For Requests for Books from other SWAN libraries:** Once a request is filled by a SWAN Library, the book will be sent by the MOBIUS Delivery System to the EU Library. Once the book arrives, it will be placed on the hold shelf at the Circulation Desk that you specified in your request and a pickup notice will be emailed or mailed to you. It is your responsibility to pick items up from the Circulation Desk.

5. **For Holds placed on currently checked out EU/AGTS Books:** The library staff will contact you by phone or email when the book is returned. Unless you are a distance/doctoral student, you will have a couple of days to pick up the book before it is reshelved into the collection.
In the MOBIUS Catalog

To place a request for a Book from other MOBIUS libraries throughout the state:

1. Click on the “Request it” option, either in the results list or from an open bibliographic record.

2. You will be prompted to select your cluster. Be sure to select “SWAN.”

3. A Request page will open. Enter the required information in the spaces provided:
a. **Name**

b. **ID.** In order to access your Patron Record, you will need to enter in your unique library ID. This ID is your Evangel student number (the number that appears in your student card’s barcode), followed by the letters "EU" (all caps).

c. **Select Your “Pickup Cluster.”** Again, you will want to select “SWAN” from the dropdown list.

d. **Select a ”Pickup Location.”** A drop-down list is provided. You will want to select either “Evangel University” or "Assemblies of God, Library" (AGTS).

e. **Click “Submit.”**

Once a request is filled by a MOBIUS Library, the book will be sent by the MOBIUS Delivery System to the EU Library. Once the book arrives, it will be placed on the hold shelf at the Circulation Desk that you specified in your request and a pickup notice will be emailed or mailed to you. It is your responsibility to pick items up from the Circulation Desk.