



Library Delivery of Books, Etc. to ISU Distance Students & Faculty

Requesting Items

1. Search Library Catalog (<http://opac.isu.edu>) for needed book, thesis, dissertation, musical score, government document, or video/CD/DVD. If you see a list of several items after searching, click on the desired title. Be sure you are viewing the “Full Record” for a specific item.
2. Click on the Request button at the top of the screen.
3. Type your Bengal Card number and your last name, and then click the Login button.
4. Choose “Send/Get me this ISU-Oboler Library Book” in pull-down menu at the bottom of the screen and then click on OK.
5. You **MUST** select a “Deliver To:” option from the pull-down menu. There is no charge for delivery to the University Library Center in Idaho Falls or the ISU Meridian Center. There is a \$4.00 charge for “Mail (ISU Books Only)” delivery. **Important:** For “Mail (ISU Book Only)” requests, you **MUST** type a mailing address in the Comment box or the Library cannot process your request.
6. Type your Bengal Card Number in the box.
7. Click the Submit Request button when finished.
8. “Your Patron Initiated Request was successful” message should display. If you do not get this message, request the item again. Report any problems to the Circulation Desk at 282-3248 or 1-800-314-4781.

Getting Items

Circulation staff will locate the requested item and check it out to you. After they check it out, you will receive an email telling you when to expect delivery. You may wish to check with the ISU Meridian Center office (208-373-1700) or the University Library Center in Idaho Falls (208-282-7906) to see if your item is available.

Items delivered to homes or businesses are sent via U.S. Postal Service priority mail, which typically takes four to five days. Open the package carefully, so you can reuse the mailer to return the item later. A pre-paid return mailing label will be included with the item.

Returning Items

Return an item to the location where you picked it up or mail it to the Circulation Department, Eli M. Oboler Library, Stop 8089, Pocatello ID 83209-8089. Please allow adequate time for return mailing or renew items as needed to avoid overdue fines.

If items are mailed directly to you, a pre-paid return mailing label will be included. You may mail these items at any U.S. Postal Service facility or mailbox. Please reuse original packing materials whenever possible. Note: If a book is lost in the mail and is not insured or tracked by you, you will be charged applicable book replacement fees.

Paying Fees

Fees:

Items delivered to ISU Meridian Center or University Library Center in Idaho Falls: FREE

Items mailed to home or business: \$4.00

Mail fee payment to the Library or pay at the ISU Meridian Center or the Cashier's Office in Idaho Falls.

Questions?

Contact Brad Nelson at 282-3225, 1-800-314-4781, or nelsbrad@isu.edu.