REQUESTING BOOKS FROM THE BECHTOLD LIBRARY

(as of April 2024)

1. Go to ctu.edu/library and click **CTU Catalogue** from the bar in the middle of the page:

	Request an Appointment				
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		THE PAUL BEC	HTOLD LIBRARY		

2. Sign In to your Library Account (if you don't yet have a password for this account, contact support@ctu.edu for help. The Library doesn't manage these accounts).

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3. Type in the title or the author of the book you're looking for and make sure Library Catalog is selected.

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4. Next, select the book you are looking for from the list (red arrow) and make sure it says available at CTU (green arrow), then click on the title of the book.



5. After clicking on the title, you will see this screen. Click on Get It.

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6. Next, click where it says **Request**

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	Item in place End of Term	*	

 From the drop-down menu under Pickup Institution, select Catholic Theological Union. CTU is listed at the bottom of the list of Institutions. Then click on SEND REQUEST. Request

Material Type Book	Pickup Institution * Catholic Theological Union (CTU) —Chicago, IL
	Pickup Location Catholic Theological Union Not needed after 09/30/2020
	Click to select date
	SEND REQUEST

8. You should see this screen next

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- 9. The CTU Library will receive and process your book requests, then notify you to come and pick up your books from the Library at 5416 Cornell Avenue.
 - The books you request will be charged out to your CTU Library account and you are responsible for bringing them back by the date they are due.
 - Please give CTU Library staff at least 24 hours to process your book requests.
 - Do not send the library an email with a list of books you want. All requests for library books will be processed via this book request method.