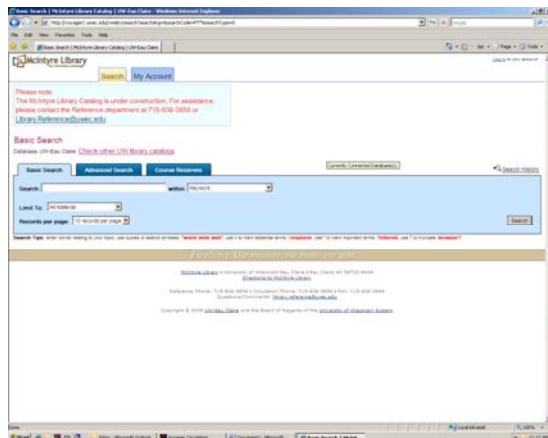
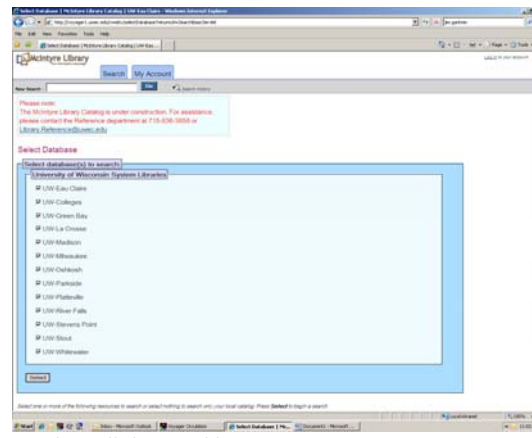


# Universal Borrowing (UB) Instruction Guide

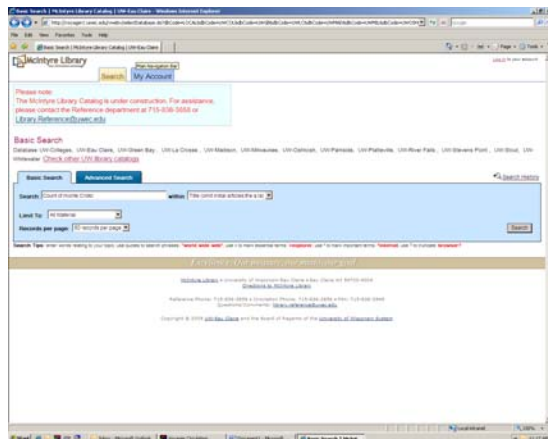
Use this system to search/request materials from all the libraries in the UW System. Items will arrive within 3 working days from the requested date. A notification email will be sent to you, and the items can be checked out at the Circulation Desk using your Blugold ID.



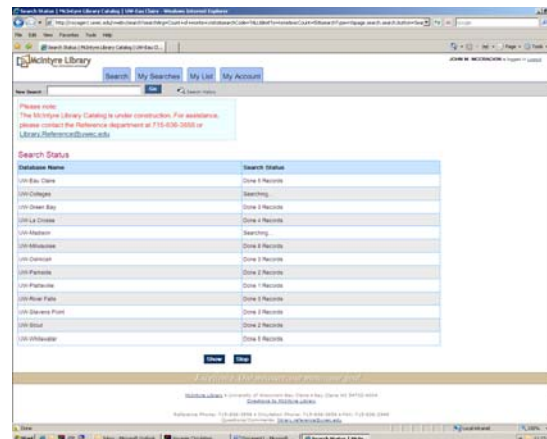
1. Go to the library catalog, and select the link to “Check other UW library catalogs”.



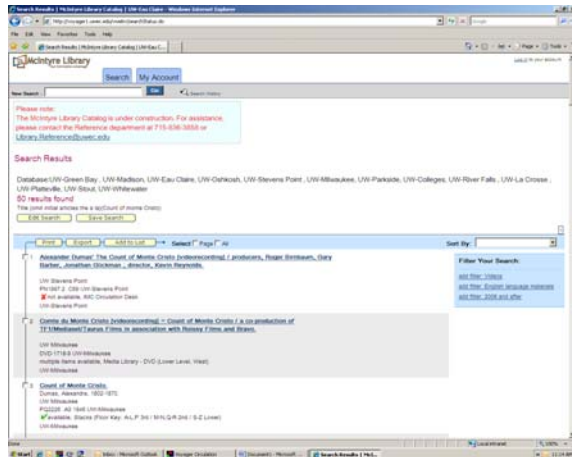
2. Select all the UW libraries.



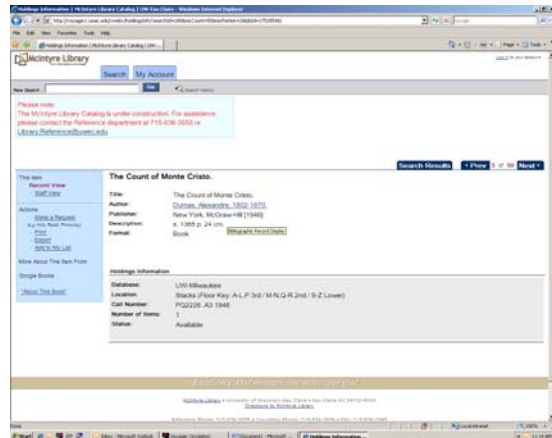
3. Now, you are able to search every UW library catalog simultaneously.



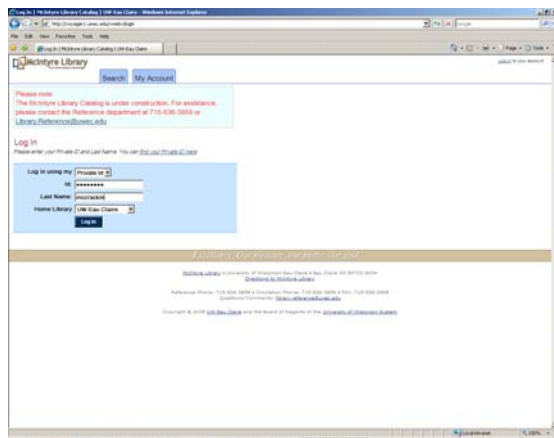
4. The number of items that search produced at each institution.



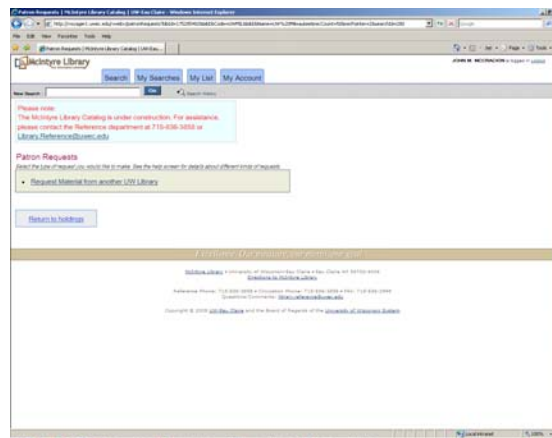
5. Results list from every library. Sorted by relevance.



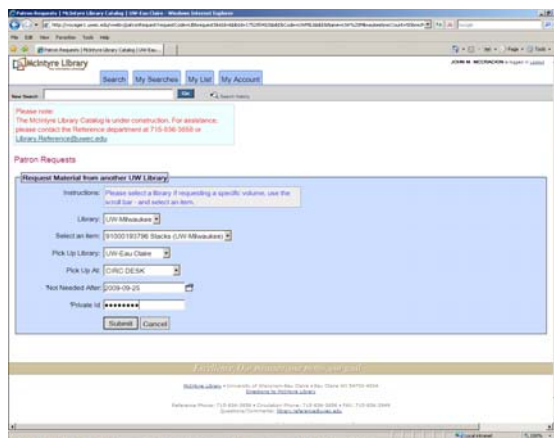
6. Item record of a selected title. Select "Make a Request".



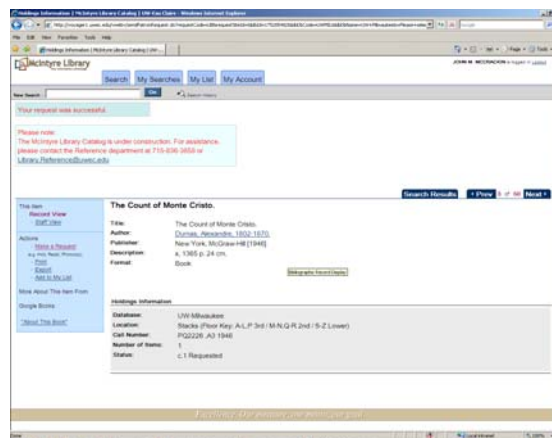
7. Enter your last name and Private ID (this is different than your Blugold ID).



8. Click "Request material from another UW library".



9. Choose the library, and enter your Private ID again.



10. Confirmation screen.

