Requesting Books for the Library

http://pages.uwf.edu/LibUtilities/BookOrders/

Click the Log In button and use your ArgoNet credentials.

If you haven’t ordered books through the utility before, you’ll have to be activated in the system first. Click the button to request activation:

Until an administrator activates you, you will see a message like this upon login:

When you’ve been activated, you’ll receive an email like this:

UWF Libraries Book Ordering Utility - Status Change

noreply@uwf.edu

Dear Paul Williford,

This is to inform you that your request to have your account activated in the UWF Libraries Book Ordering Utility has been approved! You may proceed to order books at http://pages.uwf.edu/LibUtilities/BookOrders/

Sincerely,

UWF Libraries
Once you’ve been activated in the system, this is the menu you’ll see in the utility:

The first time you log in, take a moment to select your preferred department(s). Each academic department has a fund from which to purchase books. If you define your preferred department(s), it will be easier for you to select the fund from which to purchase your requested titles for future orders.

Now you’re ready to order!

It’s easiest to order by ISBN. Just enter the ISBN of a book you want (with or without hyphens).

The utility will retrieve bibliographic and price information for the matching book:
Before submitting your order:

1. Make sure it’s the book you expected it to be!

2. Look for a notice that the book may already have been ordered by someone else. It looks like this:

3. Check the search links at the right to see if UWF Libraries already owns the title in its physical or eBook collections. Clicking on the “Title” link will automatically check the catalog using an author-title search. Searching by “ISBN” will only look for the exact edition you’ve retrieved (so you might miss the fact that we own the hardback version of a book you’re requesting in paperback). Remember to check our eBook holdings, too! **If we already own it, you probably don’t need to order it** – unless you’re ordering it for another location.

4. Select the **Location(s)** where you want the book to be housed. If it’s to support a class you’re only teaching at UWF Emerald Coast, select the “FWB Campus.” If you want a copy at more than one location, you may request that, but be sure that the **Quantity** requested matches the number of locations.

5. Select the **Dept/Budget** that most closely corresponds to your discipline. If you’ve pre-selected your preferred departments, they’ll appear at the top of the list.

6. Click on the “Load My Info” button to automatically load your name and email address into the form:

   ![Load My Info Button]

   For subsequent orders, the utility will remember the name, email address, dept/budget and location(s), you used for your most recent order and pre-load that information into the form. You may change those as necessary.

7. If you’d like the title placed on **Course Reserve** for your class or want to request **RUSH** processing or want us to **Notify** you when the title is available for checkout, mark those requests on the form as desired. **If you mark it for Course Reserve, be sure to tell us which class it is for using the Order Note field.** You may also use Order Note if you want to communicate something about it to the library (or want to maintain a note for your personal use).

8. Now you may **Submit** your order request! The subject librarians will review your request and may ask you for more information before ordering it.
You can also submit book order requests manually using a blank form to enter author, title, etc. Remember to enter the author’s name in the Lastname, Firstname format!

However, to minimize the chance for errors, we prefer you utilize the Order by ISBN option described above for placing your requests.

From the main menu, you may also click on My Orders to review the titles that you have requested and check the status of each request: