



## HOW TO MAKE ONLINE BOOK/HOLD REQUEST

- 1) Go to <http://library.xu.edu.ph:65535/webopac/main>
- 2) On the search box, write your search query. For example, if you want books written by Stephen Covey, on the search box, write covey, stephen (names not case-sensitive).

Then click the Author icon.

Enter search words:











- 3) A results list will appear

Author Search: covey, stephen		0 Items in <a href="#">Bookbag</a>		
Author	Title	Call Number	Status	
<a href="#">11 Covey, Stephen R.</a>				
Covington, Cary Raymond, 1951	<a href="#">The coalitional presidency.</a>	<a href="#">ASRC 321.8042 Se45 1989</a>	IN	
Covino, Benjamin G.	<a href="#">Local anesthetics: Mechanisms of action and clinical use/.</a>	<a href="#">617.966 C838 1976</a>	IN	
Covvey, H. Dominic.	<a href="#">Computer choices : beware of conspicuous computing/.</a>	<a href="#">001.64 C838 1982</a>	IN	

- 4) From the results list, click the item you want to borrow/place on hold. For example, I want the book *Living, the 7 habits: the courage to change*, I click the 6th line.

0 Items in [Bookbag](#)

Author	Title	Call Number	Status
 Covey, Stephen R.	<a href="#">The 7 habits of highly effective families : building a beautiful family culture in a turbulent world.</a>	<a href="#">646.78 C838 1997</a>	IN
 Covey, Stephen R.	<a href="#">The 8th habit : from effectiveness to greatness.</a>	<a href="#">RES 158 C838 2004</a>	IN
	<a href="#">The 8th habit from effectiveness to greatness.</a>	<a href="#">DVD</a>	IN
 Covey, Stephen R.	<a href="#">First things first : to live, to love, to learn, to leave a legacy.</a>	<a href="#">RES 158 C838f 1994</a>	IN
 Covey, Stephen R.	<a href="#">Living the 7 habits : stories of courage and inspiration.</a>	<a href="#">RES 158 C838 1999</a>	IN
 Covey, Stephen R.	<a href="#">Living the 7 habits : the courage to change.</a>	<a href="#">158 C873 2000</a>	IN
 Covey, Stephen R.	<a href="#">Principle-centered leadership.</a>	<a href="#">158.4 C838 1992</a>	IN
 Covey, Stephen R.	<a href="#">The seven habits of highly effective people : restoring the character ethic.</a>	<a href="#">158 C838 1990</a>	IN

5) The following screen is shown. Click the Hold tab.





0 Items in [Bookbag](#)

[158 C873 2000](#)

[Copies In:](#) 1

Copies Owned: 1

 Book

[Add to Bookbag](#) 

**TITLE:** [Living the 7 habits : the courage to change / Stephen R. Covey](#)

**AUTHOR:** [Covey, Stephen R.](#)

**PUBLISHED:** New York : Fireside Book , 2000

**DESCRIPTION:** xxi , 312 p.

**SUBJECT:** [Success--Psychological aspects-Case studies.](#)

**SUBJECT:** [Character.](#)

6) The screen below appears. Complete the Hold Request Form and then click the Send icon.



## Hold Request Form

Please complete the form below to request a hold.

**Title:** Living the 7 habits : the courage to change.

**Author:** Covey, Stephen R.

**Call Number:** 158 C873 2000

**Your Name:**  (required)

**Barcode/ID:**

**Your E-Mail Address:**

**Date Needed:**

**Comments:**

