Search the EWU Catalog for library materials

Our catalog contains not only EWU materials, but also items held by Summit Libraries (academic libraries throughout the region). See below for directions on how to order materials.

If the item is held by the EWU Libraries:

- Once you have found a relevant item that you want, click on the title of the item.
- Under the Get It section, click on the Sign In link.
- The system will then prompt you to sign in using your NetID (EWU username and password). For help, please go to accounts.ewu.edu or call the OIT Help Desk (509) 359-6411.
- After signing in, click on the Request EWU Item link.
- Under Pick-up Location, select EWU Cheney and submit the request.
- Forward an E-mail message to Michael Nelson [mtnelson@ewu.edu] and supply him with the following information:
  - Mention that you’re a distance education student & the site you are located.
  - Eagle ID #
  - Your contact information (telephone #)
  - Address to mail the item.
- Your item will then be mailed directly to you via Fed-Ex.

If the item is held by a Summit Library:

- Search the EWU catalog for the item you want.
- Materials from other libraries (Summit) will say "Check Request Options - Held by Summit Libraries" (orange colored text).
- Once you have found a relevant item that you want, click on the title of the item.
- Under the Get It section, click on the Sign In link.
- The system will then prompt you to sign in using your NetID (EWU username and password). For help, please go to accounts.ewu.edu or call the OIT Help Desk (509) 359-6411.
- Click on the Place Summit Request link.
- For Pickup Location choose EWU Cheney. Note: It may take up to 5 business days to send an item from one Summit Library to another.
- If we have your contact information in our system, then you'll receive an automated E-mail notification when the item arrives in Cheney.
- Forward the E-mail message to Michael Nelson [mtnelson@ewu.edu] and supply him with the following information:
  - Mention that you’re a distance education student & the site you are located.
  - Eagle ID #
  - Your contact information (telephone #)
  - Address to mail the item.
- Your item will then be mailed directly to you via Fed-Ex.
To get items not held by EWU or Summit Libraries:

If you have the citation of a book (or other material) that you want to get and you can’t find it in the EWU Summit catalog, then please follow these steps:

- Go to our InterLibrary Loan (ILL) homepage and log-in to your ILL account.
- An EWU Single Sign-On screen should appear and you’ll log-in using your NetID (EWU username and password). For help, please go to accounts.ewu.edu or call the OIT Help Desk (509) 359-6411.
- Check your Account Details to make sure we have the proper mailing address on file (in case we have to mail physical items to you).
- Click the Create Request button.
- Select the type of material you want, fill in the citation information, when you need the item, etc. Note: You must fill in all the required (starred) information before submitting your request.
- It can take up to 2 weeks to deliver an item. We will ship it to you via FedEx Ground with a prepaid envelope for returning the item.
- If you need help with your ILL requests, then call the Interlibrary Loan Department directly:
  - (509) 359-2492, ewuill@ewu.edu
- If you have questions or problems on how to place an ILL request, then please call the EWU Libraries Reference Desk for help: (509) 359-2263.

Returning Items Mailed to Me

- Use the prepaid, self-addressed label to return items to the EWU Libraries in Cheney.
- See the FedEx Website to find drop boxes or shipping centers near you.