

# REQUESTING BOOKS FROM THE CTU LIBRARY

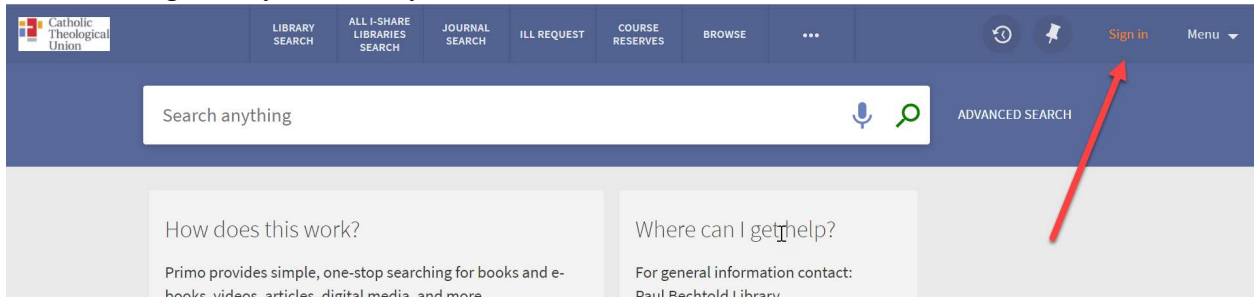
(as of 9/15/2020)

To request books from the CTU Library, please follow the step by step instructions below.

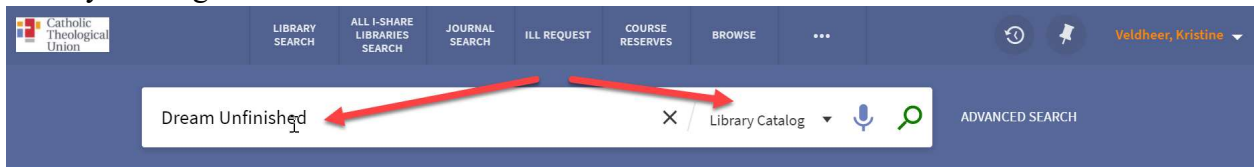
1. Go to [ctu.edu/library](http://ctu.edu/library) and select CTU Catalog.



2. Be sure to sign into your Library Account.



3. Type in the title or the author of the book you are looking for and make sure you select Library Catalog.



- 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.

Refine your results  0 selected PAGE 1 21 Results Save query

Sort by Relevance

Availability  
Available online  
Held by library

Subject

Author/Creator

Location

Library

Institution

Resource Type

- 1 BOOK  
**A dream unfinished** : theological reflections on America from the margins  
Fernandez, Eleazar S.; Segovia, Fernando F.; Thomas, Linda E. (Linda Elaine), contributor.; Hopkins, Dwight N., contributor.  
c2001  
**Available at** Catholic Theological Union Main Stacks (BT30.U6 D74 2001) >
- 2 BOOK  
**On being unfinished** : collected writings  
Patrick, Anne E., author.; Perry, Susan (Editor at Orbis Books), editor.  
2017  
**Available at** Catholic Theological Union Main Stacks (BX1751.3 .P38 2017) >
- 3 BOOK  
**Places left unfinished at the time of creation**  
Santos, John Phillip.  
1999  
**Available at** Catholic Theological Union Main Stacks (PN4874.S35 A3 1999) >

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

Catholic Theological Union

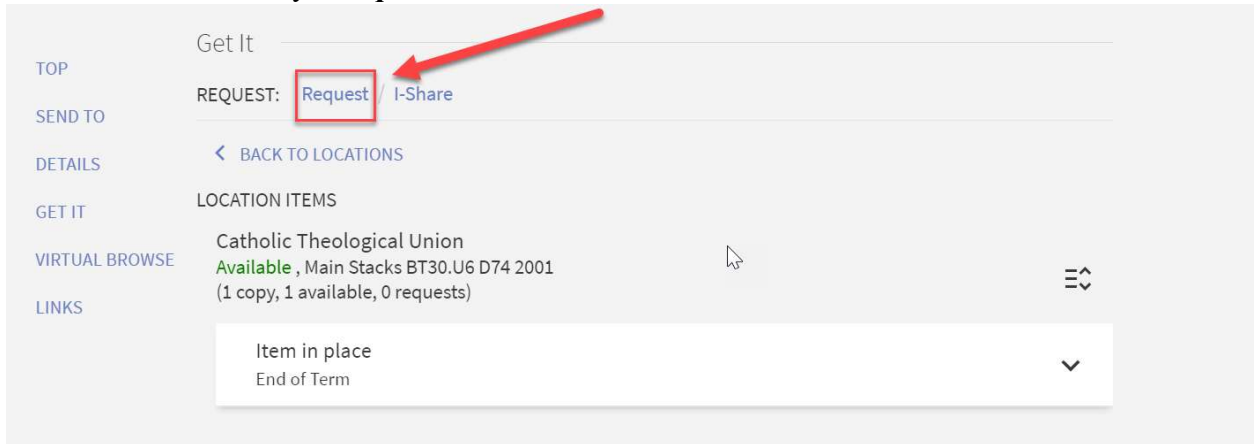
BOOK  
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[Book reviews \(1\) >](#)

TOP  
SEND TO  
DETAILS  
**GET IT**  
VIRTUAL BROWSE  
LINKS

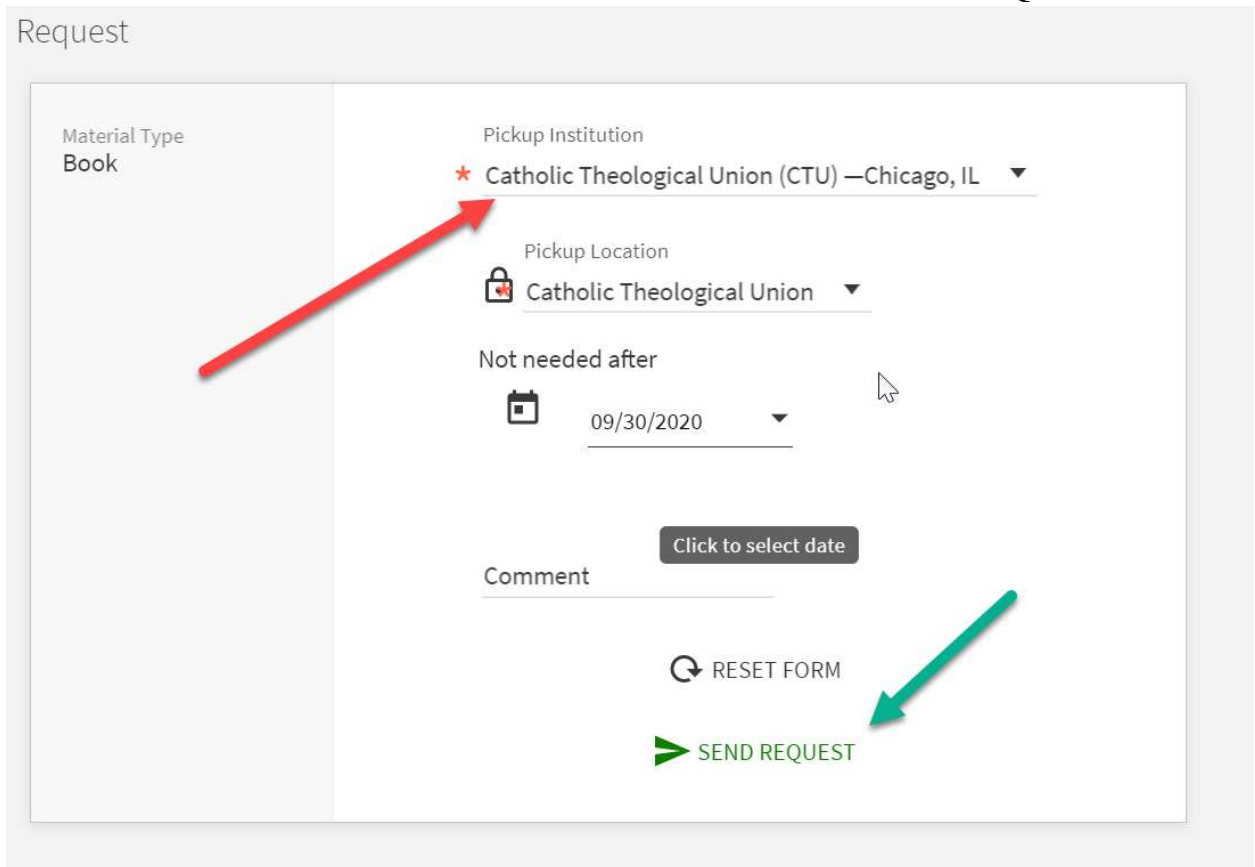
Send to

EMAIL PRINT CITATION PERMALINK REFWORKS ENDNOTE EXPORT RIS

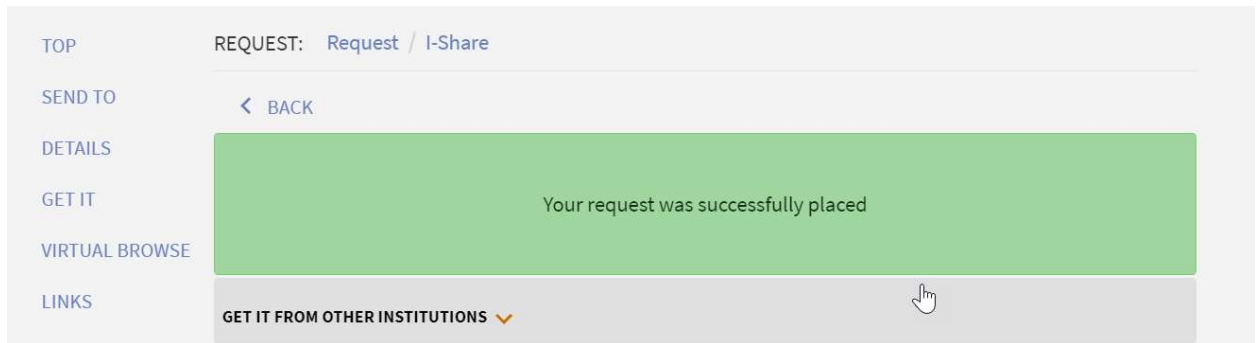
6. Next, click where it says **Request**



7. 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**.



8. You should see this screen next



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.

- Remember, you must have an appointment to enter the building and pick up your books. You may make that appointment after the CTU Library has informed you the books are ready to be picked up.
- 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.