Transferring Library Materials from a State University (USMAI) Library

Use this guide to request a transfer of books and scores from another library in the University System of Maryland and Affiliated Institution (USMAI) libraries to Cook Library (Towson University).

Searching for Materials Using the USMAI Library Catalog

1. Start at the library web page: https://libraries.towson.edu/

2. Go to the upper left corner of the page and hover over the “Find Sources” link, then scroll down to “More Library Catalogs.”

3. From list of catalogs, select USMAI Catalog. Start with an Advanced Search to combine terms and limit by format.

4. Search for your materials. The result list will indicate ownership by USMAI libraries.

5. Click on the title of any item to see the full record with availability information. If the item is owned at Cook Library (Towson University), note the call number and visit the stacks to retrieve it. If the item is owned at another state university, click on the “Availability” link.
6. On the next screen, click the “request” button.

7. On the following screen, choose “Towson University” from the list of schools and sign in with your TU Net ID.

8. From the list of possible destinations, select “Towson University” and click on “send.”

Your request is now on its way. Once your item arrives at Cook Library, you will receive an email telling you to come in and pick up your material. Items are held for ten days. When you are finished using the material, return it directly to Cook Library.

**Searching for Materials using Cook OneSearch**

You can also request the transfer of materials from USMAI schools found when searching *Cook OneSearch*. From the result list, for titles owned at other USMAI schools, the request button is visible within the record. Just click on it to start the process and follow the above directions to complete the transfer request.

**Items not Eligible for Transfer**

- Items classed as “Reference” or on reserve at the owning school
- Bound journals
- Items kept in special rooms/collections with “in-library use” or “non-circulating” notation in record
- Electronic books are only accessible by the owning library’s faculty and students; they cannot be “transferred”