McKillop Library
Requesting book delivery to Warwick campus

Go to the library webpage at http://library.salve.edu/. Enter a title, keyword, or author in the search box.

Locate the book you wish to request in the results list, and then click on the title of that book.

Click on the place hold button. (Please note the only books that have a place hold button are able to be sent to Warwick. These include books belonging to Salve and HELIN libraries. Books which do not have a place hold button, but instead have a request item button, are not able to be sent to Warwick, as these are interlibrary loan items which can only be picked up at the Newport campus.)

When prompted, log in to your account with your Salve email username (firstname.lastname only, without the @salve.edu part) and your Salve email password.
Choose *Salve Warwick Campus* as pickup location. Then click *submit*.

Books are delivered to the Warwick campus once a week on Tuesdays. Students have one week to pick up their requested books after they arrive. Books not picked up by the following Tuesday will be sent back to the library.

Books can be picked up in the security office at the Warwick campus.

**Book Pick-up**

1. Locate the book you requested in the pick-up box and take out the blue transit slip.
2. Tear off the stapled due date receipt and take it with you.
3. Sign and date the blue transit slip. Next, put the signed slip in the interoffice manila envelope located in the book return box.

**Book Return**

1. Place all books for return in the box labeled “Returns.” Please return books by the due date listed on the due date receipt.

**Patron Policy**

Patrons requesting items be delivered to the Salve Warwick campus are responsible for the items they pick up.

Patrons should follow the procedures for library material they pick up and drop off at the Salve Warwick Campus. Patrons failing to follow the procedure (such as signing the transit slip when picking up) will be responsible for the item(s).

For assistance or questions, please call McKillop Library Circulation Department at 401-341-2291.