

## Borrowing Books from Other CUNY Libraries – CLICS!



If Lehman does not have a book you need, you can now order it online through the [CLICS \[CUNY Libraries Inter-Campus services\]](#) network. This new network is available to Lehman students, faculty and staff. CLICS books can be sent to Lehman or another CUNY Library of your choice. See the instructions below for detailed borrowing directions. You will usually receive the requested book within a week.

**Exceptions:** You cannot page books from your home campus library. This means if your home campus is Lehman, you can't request that a book be pulled from the stacks at Lehman and be delivered to the Circulation Desk at Lehman. Also patrons with a blocked library account cannot use CLICS. Reference and Reserve books and issues of journals are not available for loan.

**How CLICS works:** Any student, faculty or staff member at Lehman College who needs a circulating book not available in the Lehman College Library collection can quickly request to borrow it from another CUNY library by following these FIVE STEPS:

**STEP 1:** Click on **ALL Libraries** in the upper right hand corner of the Library catalog's search screen.

**STEP 2:** Search for your book. If the book is not held by Lehman College Library or if the Lehman copy is charged out already, you can click on **Title Request** (bold) on top orange tool bar. You will be directed to the MY ACCOUNT opening screen.

**STEP 3:** You will be asked for your library bar code number which is in the lower right hand corner of your Lehman College ID. Enter this number with no breaks or spaces. You will then be asked for your password, which is the same as your bar code number, until changed using MY ACCOUNT in CUNY+.

**STEP 4:** You will be asked where you would like to pick up the book. If you are a Lehman student or faculty, Lehman College is the default location for pickup. You may change this to any other CUNY library. The computer will then confirm the book has been requested. At that point, you should click **End Session** in the upper right hand corner of the screen to log out of your account. **Any problems with MY ACCOUNT must be handled in person at the Circulation Desk.**

**STEP 5:** E-mail and paper mail notification will be sent to you when the book is available for pick up at the Library Circulation Desk.