Getting Items in Boxer Search

Begin by typing in your term(s) in the Boxer Search box on the Library homepage. You can also click the Browse or Advanced Search links below the box.

**Step 1**

- **WHERE CAN I LEARN MORE ABOUT BOXER SEARCH?**
  Visit pacificu.edu/library/boxersearch.cfm

**Step 2**

Click the Availability & request options link below the desired item.

- The **green** dot means that Pacific owns the item or has full-text access to the article.

- The **yellow** dotted items are requestable from other libraries.

- The **gray** dotted items are checked out (but can still be requested).

**Step 3**

(A) If Pacific University owns the item, please write down the call number and retrieve the item from the shelf, or if it is checked out, (B) sign in (C) and click Request to place a hold on the item. If the item is owned by other libraries, click Request from another library. Summit requests may take up to 5 days to arrive, especially if they are coming from Washington or Idaho.

**Step 4**

- When requesting a Pacific item, (A) fill out the pickup location field (either Forest Grove or Hillsboro) and (B) then click Request. The other fields are optional.

**Step 5 (optional)**

Go to My Account to check on the status of your request. You will receive an email when your request(s) are available for pickup at the circulation desk.

You will receive an email when your requested Summit items(s) are available for pickup at the circulation desk.

**PLEASE REMEMBER:**

Requests that are not picked up after one week are re-shelved or sent back to the owning library.