

**If you are a remote learner, faculty, or staff the library can ship items to you via USPS mail! This step by step guide will help you get items mailed to you through our online catalog.**

**\*Please Note:** The library will ship items to you at no cost but patrons are liable for return postage (through any convenient mail carrier), as well as lost packages. USPS offers discounted rates for library items by using their **"Media Mail"** service.

Search our catalog right from the search box on the Library website's home page.



**Step 1: Search the catalog.**

You can place holds on things like textbooks, children's books, videos, kits, etc.



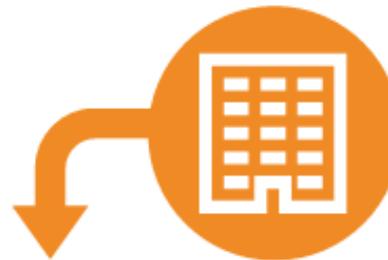
**Step 2: Login to your library account located on the top right and place your hold.**

IF needed, Select a date after which you will not need the item hold.



**Step 3: Provide your mailing address in the "hold notes" box and place hold.**

We'll mail any requests within 3 business days, and you can expect the items within 3-5 business days.



**Step 4: Library items get mailed and you will receive an email with tracking info.**

You may return items in person OR



**Step 5: Return your items to the library.**

Mail any items back to:  
Edward Neisser Library  
Erikson Institute  
451 N. LaSalle Dr. Chicago, IL  
60654



**Step 6: Items are received and you can check more library items out!**