How to Submit a UBorrow Request Instructions

1. The first step in placing a UBorrow request is to verify that the University of Florida Libraries does not already own a copy of the item you want to request.

2. Verify using the UF catalog that UF does not own the title, or the items displayed are not the particular item you’re seeking.

3. After verification, look in the top right corner of the search results and you’ll see a link that says “Show ___ items that you can request statewide UBorrow.” (This number will change based on the number of copies there are available in the state of Florida.) Click this link.

4. This will bring you to the Florida Academic Library Services Cooperative (FALSC). This catalog is showing the results for the item you searched for that are available in Florida.
5. Use the options on the left to narrow your search by specifying that you are searching for a book, rather than a DVD or microfilm. Click “Apply to search” at the bottom of the column.

6. Once you find the item you’re looking for, click on the title.

7. This brings you to the item record where you can check all the information to make sure it’s definitely the item you want to borrow.

8. Once you verify the information, click on the UBorrow icon that appears below the title.
9. Then, you will be asked to log in with your Gatorlink username and password. This account IS linked to your UF library account.

10. Once logged in, you will be asked where you would like to pick up your item. Choose one of the libraries on campus from the drop-down menu.
11. Once you choose your pick-up location, click “Place Request” to finish.
12. You have successfully completed a UBorrow Request.