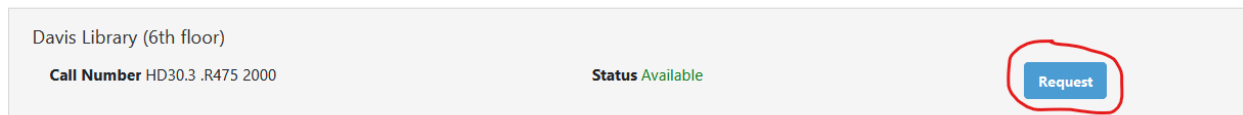


How to Get Books at Kenan Flagler Business School

Checking Out Books

1. Find the book you want in the library catalog: <https://catalog.lib.unc.edu/>.
2. Click the blue "Request" button next to the Call Number.

Where to find it



3. Log in with your ONYEN and password.
4. Complete the book request form.
5. Pickup Location:
FACULTY ONLY choose "Mail to CB# allow 2-5 days (Faculty Only)"
Put your campus box (CB) number in the Notes box.
Your item will be sent through campus mail to your campus mailbox.

All students **must** choose a library location or [Delivery by Mail](#) (if not able to come to campus). The Health Sciences Library (<https://library.unc.edu/hours/>) is the closest library location to KFBS.

Returning Books

1. **FACULTY ONLY** may return books by campus mail to CB# 3916.
2. All patrons can return books to the drive-up drop box by the ATMs behind Davis (<https://maps.app.goo.gl/QddCws53BfFi1pan7>)
3. All patrons can return books by mail using the info here: <https://library.unc.edu/services/circulation/mail/>

Quick Links:

- Library Borrowing & Circulation website: <https://library.unc.edu/services/circulation/>
- Borrowing & Loan policies: <https://library.unc.edu/services/circulation/loans/>
- Campus Delivery Instructions: https://library.unc.edu/services/circulation/doc_delivery/

Email Davis Circulation with questions about checking out or returning books: daviscirc@listserv.unc.edu

Interlibrary Loan for Books and Articles

Use the University Library's Interlibrary Loan (<https://library.unc.edu/ils/>) service to access items not owned by Carolina's libraries, for items missing from our collections, and for items being bound or repaired.

First time users need to create an [Interlibrary Loan & Carolina BLU](#) account, using your Onyen and password.

Before submitting an interlibrary loan request, please check the [catalog](#) to see if one of the campus libraries owns the materials you need. If you need an article from a journal, be sure to check the [E-journal finder](#) to see if it is available online.

Once you know that material is not available, log on to your [Interlibrary Loan & Carolina BLU account](#) and submit your request using the Book, Article, or Dissertation/Thesis form with as complete a citation as possible.

Interlibrary Borrowing and Campus Delivery Services

Choose an option from the choices below.

Request non-UNC Material

[Book \(score, microfilm, etc\)](#)

[Article \(book chapter, conference paper, etc.\)](#)

[Dissertation/Thesis](#)

Request UNC Material

[UNC Book or Journal Volume for Delivery \(including Recall & Storage Requests\)](#)

[UNC Article](#)

Retrieve

[Electronically Received Article\(s\)](#)

Renew

[Interlibrary Loan Material](#)

[UNC Library Books via MyLibrary](#)

[TRLN Direct Books via MyLibrary](#)

Submitted Requests	
Request	Title
No Requests	

Screenshot of main Interlibrary Borrowing webpage. Highlighted link under heading “Request non-UNC Material” is Article (book chapter, conference paper, etc.). Highlighted link under heading “Retrieve” is Electronically Received Article(s).

On the initial login screen, in the box “New and Returning Users” choose the option Davis/Branches:

New and Returning Users

Which part of UNC Chapel Hill are you affiliated with?

Health Sciences / Medical

School of Law

Davis / Branches

[UNC Affiliates without an Onyen](#)

[Document Delivery](#)

[Interlibrary Loan FAQ](#)

When requesting print items via Interlibrary Loan, use this pickup location: “Mail to CB# allow 2-5 days (Faculty Only)” and put your campus box (CB) number in the Notes box.

Email the Interlibrary Borrowing office with any questions: uncilb@email.unc.edu.