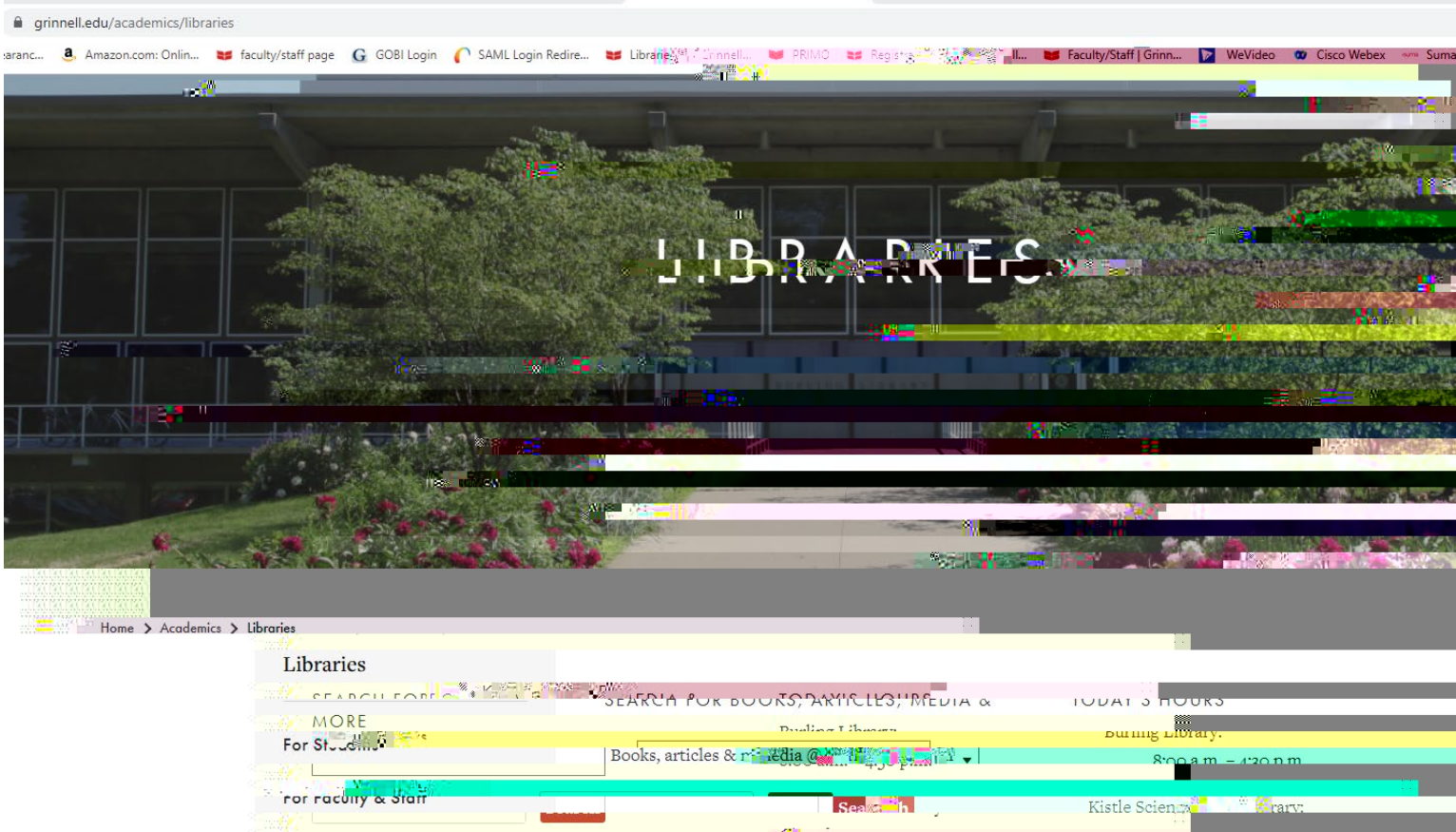


Requesting & Delivery

Instructions

Step 1. Go to library website

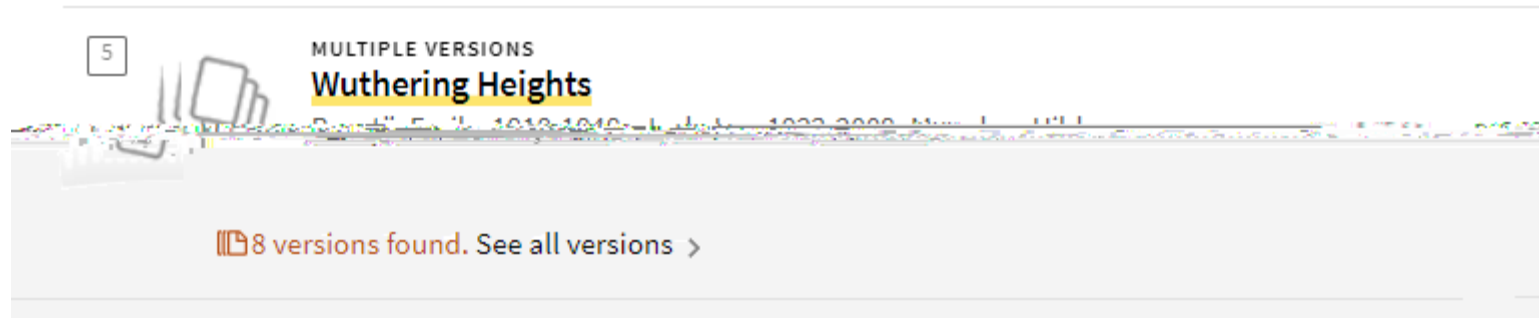


Step 2. Enter title of item you wish to borrow. Select Search.



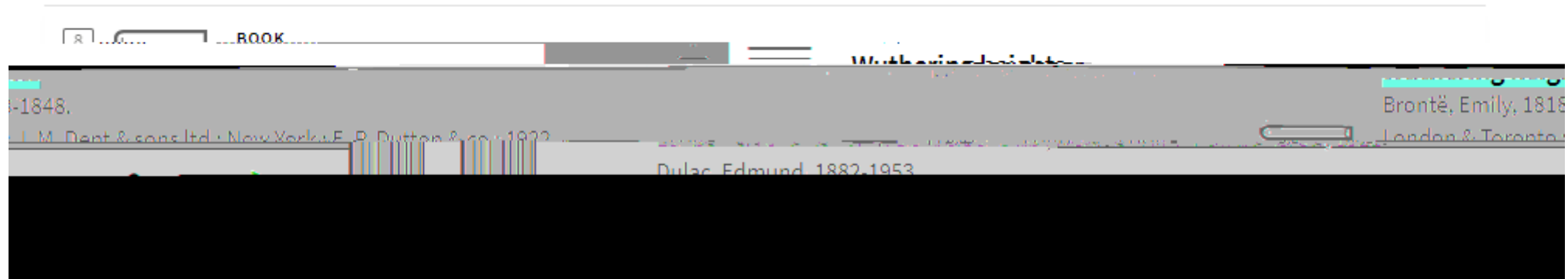
Step 3. Locate the item you wish to borrow.

In this example Wuthering Heights by Emily Bronte is the chosen book. The initial entry will look like this:



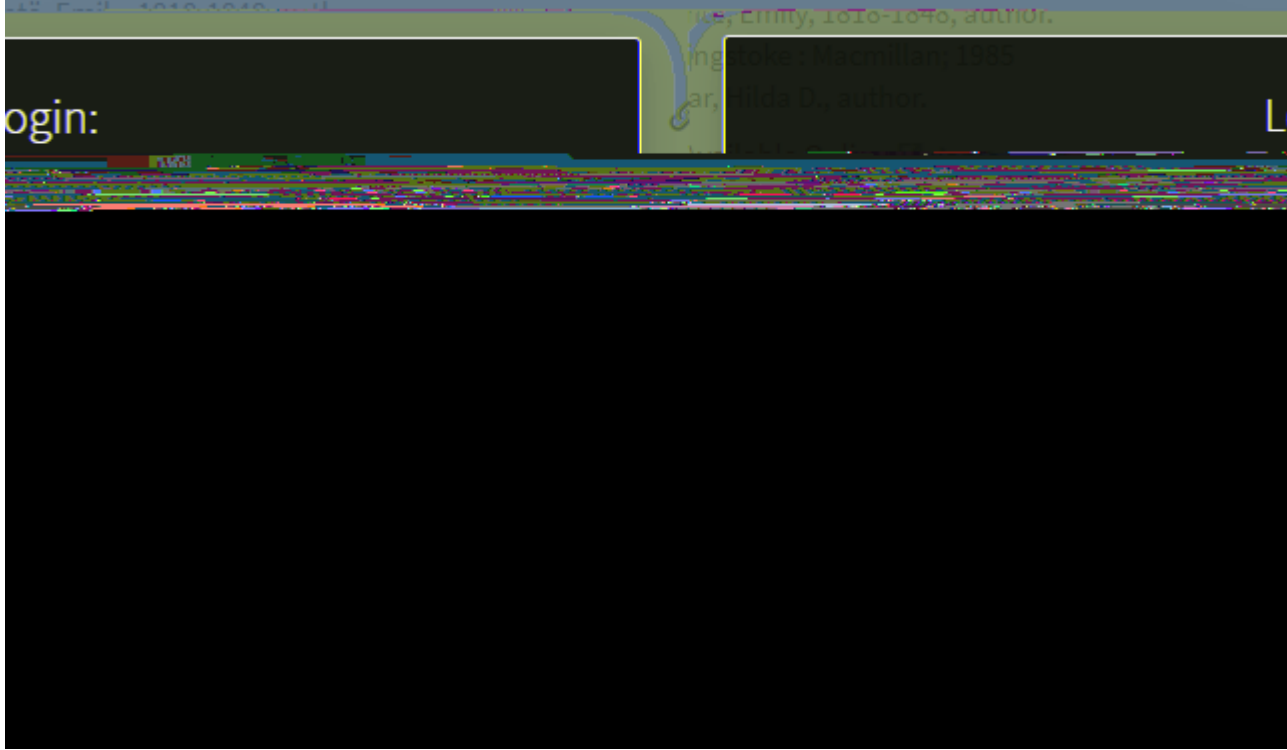
Step 3. (continued) Locate the item you wish to borrow.

Double click on the item. The versions the library owns will be displayed. Scroll down to find the one you want. Notice that the item is listed as “available”. Click on the “available” line to open the item.

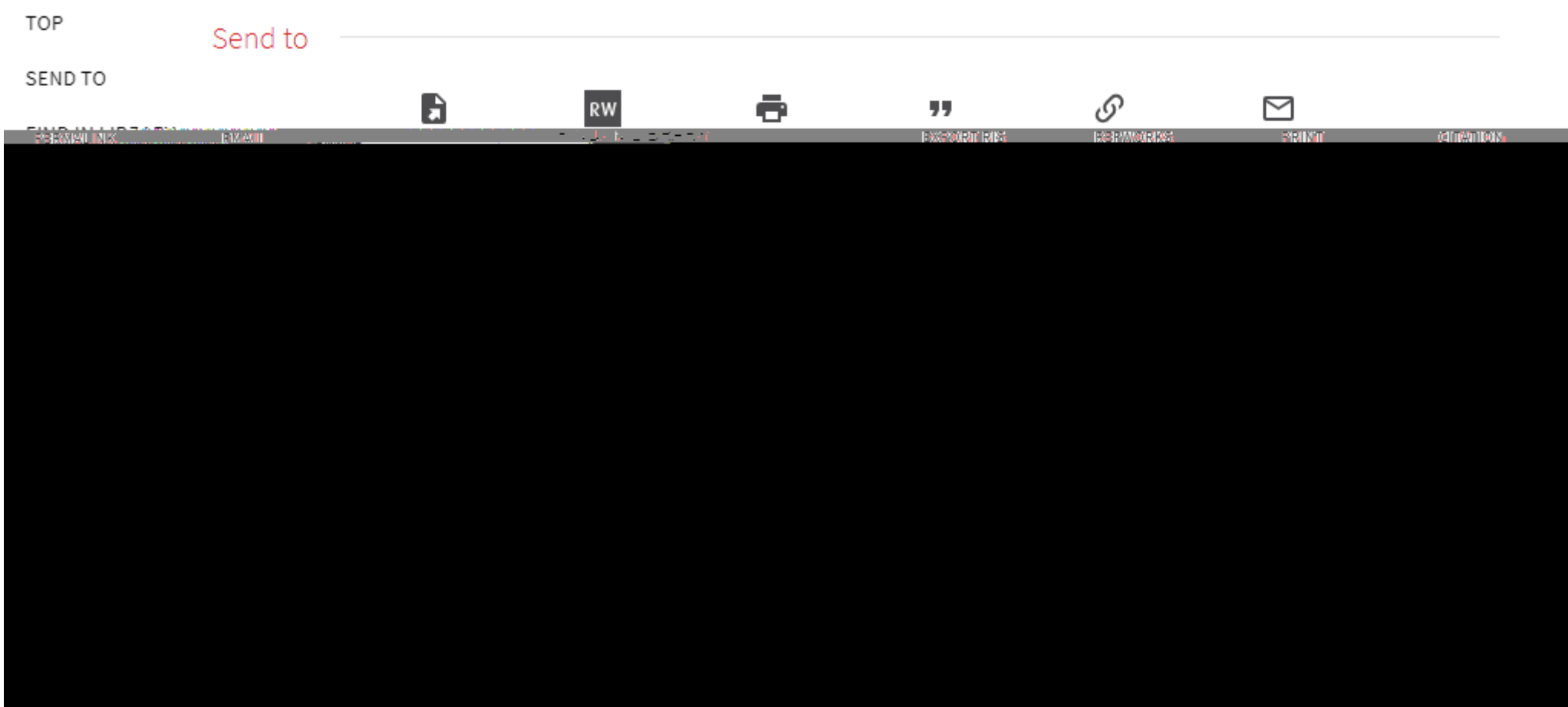




Step 4.(continued) Choose faculty/staff



Step 5. Choose “request”



Delivery location options

Items selected for Work Address will be checked out to your library account, wrapped in red opaque bag (to maintain confidentiality), and added to the delivery route or put in Campus Mail. You will receive an email notification from Alma stating your item has been sent for delivery. Please allow for delivery time depending on the day your item was paged AND/OR delivery method.

Items selected for Burling Library will be held at the Circulation Desk for seven days. After seven days, items not picked up will be returned to the collection.

Delivery location options continued

Office locations without Faculty Hubs will have paged items sent through Campus Mail.

Items will be sent via Campus Mail daily.

*At this time, the library is not offering “pick up service” and all

Delivery schedules

Paged items are delivered using one of the following options:

Offices with Faculty Hubs will delivered Monday, Wednesday, Friday weekly before 4:00 p.m.