How To Request An Item From The Annex

You may request an item from the Library Annex electronically.

If you begin your search in SCOUT, once you find the item you want, click on Request this, and then on Place a hold, recall, or request for this item. This will take you to the Libraries' Catalog and you can follow the directions below.

**Physical Volumes**

1. In the Libraries' Catalog, find the record for the item you want.
2. Make sure the location is "Annex".
3. Click on the Holds/Recalls/Requests at the top of the page.
4. Enter your Campus-Wide ID and Last Name. Click Login.
5. From the drop down menu, select Request from Annex. The "number available phrase"tells you how many remaining items you may check out.
6. If you want a book, choose Select an Item. If you want a journal, choose Select an Item, then select the appropriate volume from the pull down menu or you may enter it manually in the form.
7. Select the pick-up location. This is where you will pick up the item.
8. Enter your Campus-Wide ID.
9. Choose Submit Request.
10. If your request is successful, you will see a message that "Your Request Was Successful." If the request was not successful, you will get a message that your request failed.

**Electronic Delivery of Journal Articles**

1. In the Libraries' Catalog, find the record for the item you want.
2. Make sure the location is "Annex".
3. Click on the Holds/Recalls/Requests at the top of the page.
4. Enter your Campus-Wide ID and Last Name. Click Login.
5. From the drop down menu, select Annex-EDelivery-Articles.
6. Enter the citation information into the appropriate field.
7. If you don't have a complete citation, enter as much as you have and put N/A in any field unfilled in.
8. Be sure to reenter you CWID and provide a valid email address.
9. Choose Submit Request.
10. If your request is successful, you will see a message that "Your Request Was Successful." If the request was not successful, you will get a message that your request failed.

Need assistance in placing a request? Just ask.
Staff at any of the circulation desks will assist you.