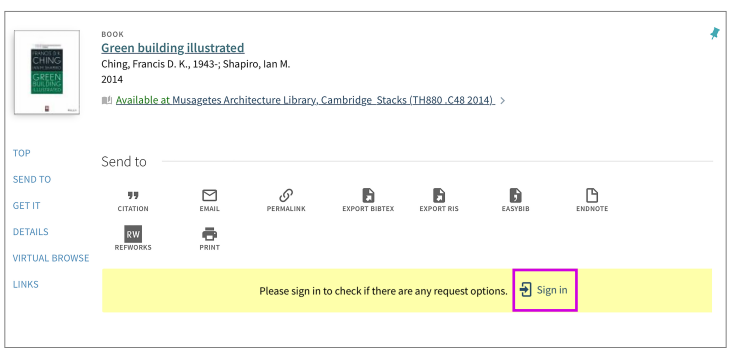
Requesting in Omni

Use Omni, the library's catalogue, to request resources from 16 Ontario universities and beyond!
To place a request, follow these steps:

1 Go to lib.uwaterloo.ca to search Omni.

⚠ *For **searching tips**, check the **Searching in Omni guide**.*

2 Open the record of the desired item and log in using the **Sign in** icon.

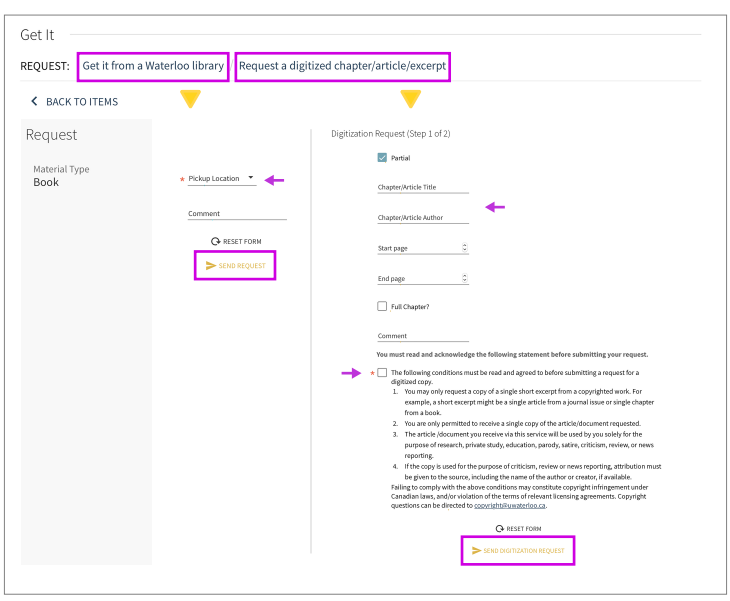


3.1 To request an item available at Waterloo

i. Select **Get it from a Waterloo library** for physical items or **Request a digitized chapter/article/excerpt**.

ii. For physical items, choose a **Pickup Location** and **Send Request**.

iii. For digital items, **fill in the form**, **read & agree to the copyright statement,** and then select **Send Digitization Request**.



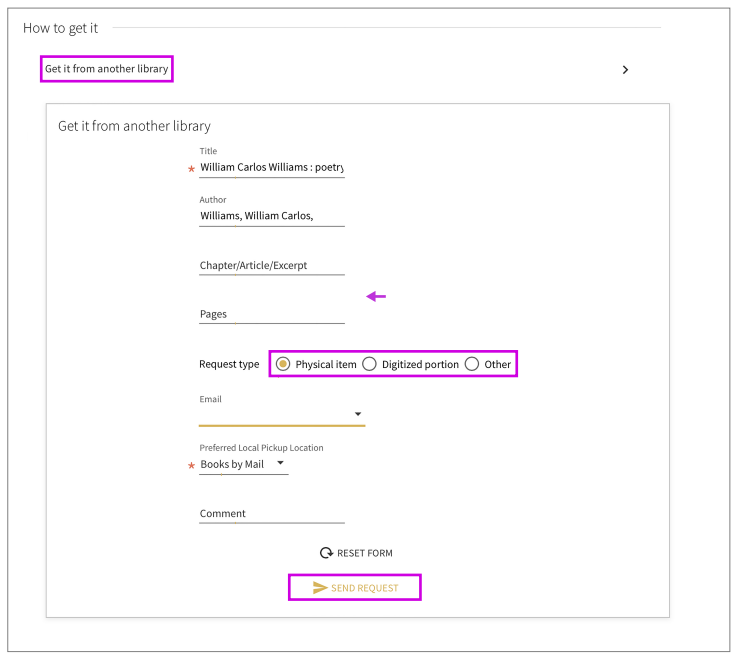
3.2 To request an item from another institution:

i. Select **Get it from another library**.

ii. For request type, select **Physical Item** or **Digitized Portion**.

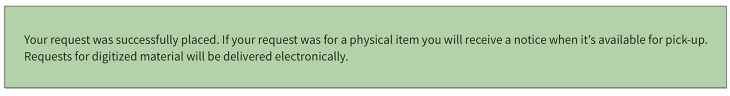
iii. For digital items, **fill in the form**, **read & agree** to the **copyright statement** and **Send Digitization Request**.

iv. Choose **Pickup Location** for physical items or **fill in the form** for digitized items. Then select **Send Request**.



If there is no available copy within Omni, your request will automatically go through the interlibrary loan (ILL) service to look for a copy from our global ILL partners.

4 A **pop-up window** will confirm that your request has been sent.



Wait for the email that will indicate when the item is ready for pickup or contain a PDF of your digital portion if there are no copyright restrictions.