

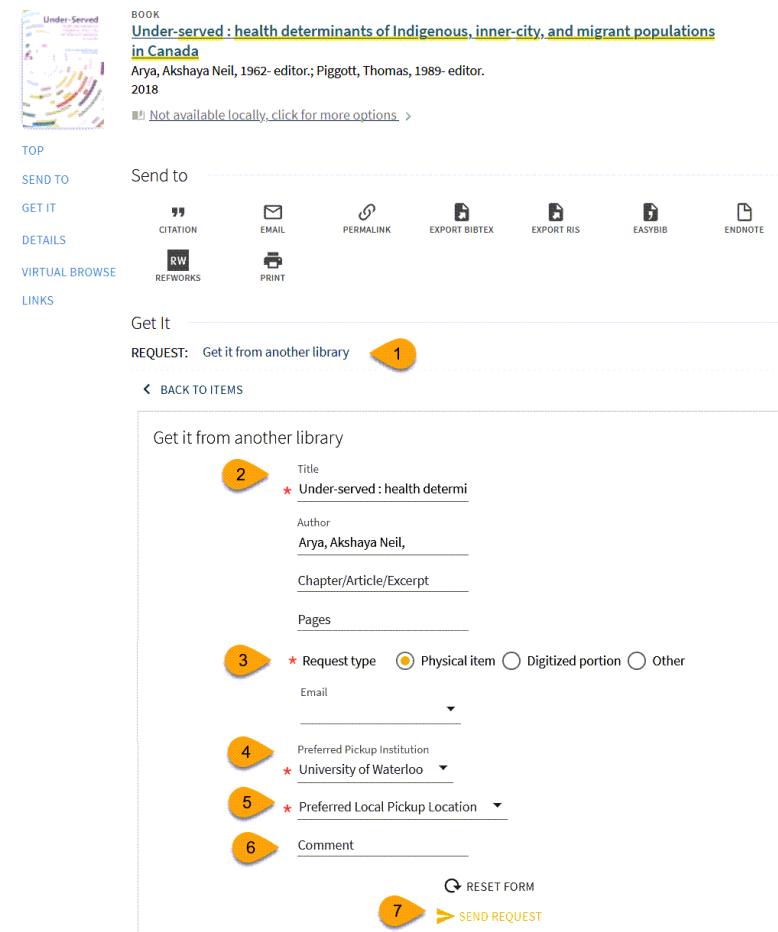


Get It From Another Library: Physical Item

This request option is used to submit a **physical** request on an **item not available at a University of Waterloo Library**.

For example, to request the *Under-served: health determinants of indigenous, inner-city, and migrant populations in Canada* **item**, in the record's **Get It** section, you will:

- 1 Select **Get it from another Library** link located beside the Request heading.
 - 2 The Get it from another Library form will **auto-populate** with the title and author details.
 - 3 **Scroll down** to the middle section of the form and **select Physical item** beside the Request type heading.
 - 4 **Select** any **institution** in the Omni Network from the **Preferred Pickup Institution** drop-down menu.
 - 5 **Select** a **pickup location** from the **Preferred Local Pickup Location** drop-down menu.
 - 6 Use the **Comment** field to leave any additional remarks. (e.g., If **multiple volumes**, indicate which one is needed).
-  When requesting multiple volumes, you must submit **one request per volume**.
- 7 Select the **Send request** arrow button at the end of the request form, under the Comment field, to submit the request.
-  You will receive an **email notification** when this item is ready for pickup.



The screenshot shows a library record page for the book "Under-served: health determinants of Indigenous, inner-city, and migrant populations in Canada" by Arya, Akshaya Neil, 1962- editor; Piggott, Thomas, 1989- editor. The book is marked as "Not available locally, click for more options". The "Get It" section is highlighted with a yellow circle containing the number 1. Below it, the "Get it from another library" form is shown with several fields and options, each marked with a yellow circle containing a number:

- 2 Title: Under-served : health determi
- Author: Arya, Akshaya Neil,
- Chapter/Article/Excerpt
- Pages
- 3 Request type: Physical item Digitized portion Other
- Email
- 4 Preferred Pickup Institution: University of Waterloo
- 5 Preferred Local Pickup Location
- 6 Comment
- 7 RESET FORM and SEND REQUEST buttons