Get It From a Waterloo Library

This request option is used to submit a **physical item** request on a item available at a University of Waterloo Library and is **available to all patron groups**.

For example, to request the *Engaging the public with climate change: behaviour change and communication* item, in the record's **Get It** section, you will:

- Select Get it from a Waterloo Library link located beside the Request heading.
- 2 In the centre of the request form is the **Pickup institution** heading. Use its drop-down menu to choose an Omni institution to which you want the item sent.
- 3 From the **Pickup location** drop-down menu, located below the pick up institution heading, select a specific library where you want the item sent.
- **4** Use the **Comment** field to leave any additional remarks.
- 5 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.



