

Omni Blank Request Form

This service is used to request **items that do not have a record in Omni**. It is **only** available for **current Students, Faculty, and Staff**.

For example, to either request the hard copy or a digitized portion of the novel *Arrived as if not there* by Herta Muller in Omni, you will:

1 Select the **Interlibrary Loan** heading on the top main menu in Omni.

! **Login** with your **WatIAM credentials** (if you are not already logged in).

2 Choose either **Book** (to request a book or book chapter) or **Article** (for a journal or a journal article) beside the **Citation type** heading.

3 **Fill in** as many **citation details** as possible in the fillable sections below the Citation type heading.

! For an article, if you enter the DOI or PMID, select **Autofill** button to their right to auto-populate the rest of the form.

4 Select either the **Physical item** OR the **Digitized portion** beside the Request type heading below the citation fillable section.

5 Choose your **Preferred Pickup Institution** & the **Preferred Local Pickup Location** below the Request type heading.

6 Select the **Send request** arrow button at the end of the request form, under the Comment field, to submit the request.

The image displays two versions of the Omni Blank Request Form. The left version is annotated with numbered callouts (1-6) corresponding to the instructions. Callout 1 points to the 'INTERLIBRARY LOAN' menu item. Callout 2 points to the 'Citation type' section where 'Book' is selected. Callout 3 points to the 'Title' field. Callout 4 points to the 'Request type' section where 'Physical item' is selected. Callout 5 points to the 'Preferred Pickup Institution' dropdown menu. Callout 6 points to the 'SEND REQUEST' button. The right version of the form shows additional callouts: a yellow arrow points to the 'Article' radio button, and yellow boxes with 'Auto fill' labels point to the 'DOI' and 'PMID' fields.