

Request Journals and Multi-Volume Sets From a Waterloo Library

This option is used to submit a physical or electronic item request on **multi-volume journals** and sets available at a University of Waterloo Library. The **physical requests** are open to **all patron groups**, and the **electronic** ones are **only for Students, Faculty, and Staff**.

For example, to request volume one, of the *Research communications in chemical pathology and pharmacology journal*, in the record's **Get It** section, you will:

- 1 **Scroll down** to the volume listing heading.
 - 2 **Select the down arrow** on the right to **the volume** number.
 - 3 Choose either **Get it from a Waterloo Library** or **Request a digitized chapter/article/excerpt** heading for that volume.
 - 4 Enter the **Pickup institution & Pickup location** for the **physical volumes**, OR **fill in the article details** for **digitized requests** and **read/acknowledge** the copyright statement below the Request heading.
 - 5 Select the **Send request** arrow button at the end of the request form.
 - 6 To see the complete list of volumes, select the **Show more items** heading after the volume list.
 - 7 If a UWaterloo Library doesn't hold the specific volume, select the **Back to Locations** link under the top **Get It** heading.
- ! You will either receive an **email notification** when the item is ready for pick up, **or a PDF file** with the digitized item.

The screenshot displays the library catalog interface for the journal *Research communications in chemical pathology and pharmacology*. The 'Get It' section is highlighted with a yellow circle 7. Under 'LOCATION ITEMS', the 'Dana Porter Library' entry is selected, with a dropdown arrow circled in yellow 2. The 'Request' form is shown with two options: 'Get it from a Waterloo library' (circled in yellow 4) and 'Request a digitized chapter/article/excerpt' (circled in yellow 3). The 'Request' form includes fields for 'Pickup Institution' (University of Waterloo), 'Pickup Location', and 'Comment'. The 'Request a digitized chapter/article/excerpt' form includes fields for 'Item Description' (v.1 1970), 'Chapter/Article Title', 'Chapter/Article Author', 'Start page', 'End page', and 'Full Chapter?' checkbox. A 'SEND REQUEST' button is circled in yellow 5. A 'SHOW MORE ITEMS' link is circled in yellow 6. A 'BACK TO LOCATIONS' link is circled in yellow 7. A 'RESET FORM' button is also visible.