

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 the **Get it from another library** link located beside the Request heading.
 - 2 Check the **Book** radio button beside the Citation type.
 - 3 The Get it from another Library form **will auto-populate** with the title and author details.
 - If this title consists of multiple volumes, indicate which volume you need by filling out the **Volume** and/or **Publication year** fields.
 - ⚠ If you are requesting multiple volumes, you must **submit one request per volume**.
 - 4 **Scroll down** to the middle section of the form and select **Physical item** under the Request type Heading.
 - 5 **Select** any **Institution** in the Omni Network from the **Preferred Pickup University** drop-down menu.
 - 6 **Select a pickup location** from the **Preferred Waterloo Pickup** drop-down menu.
 - 7 Use the **comment** field to leave any additional remarks.
 - 8 Select the **Send** request arrow button at the end of the request form, under the Comment heading, to submit the request.
- ⚠ You will receive an **email notification** when this item is ready for pickup.

The screenshot shows the library's 'Get it from another library' form. The form is pre-filled with the following information:

- Title:** Under-served : health deter
- Author:** Arya, Akshaya Neil,
- ISBN:** 978177380582
- Publication year:** 2018.
- Volume:** (empty field)
- Chapter:** (empty field)
- Pages:** (empty field)
- Request type:** Physical item (selected)
- Email:** (empty field)
- Preferred Pickup University:** University of Waterloo
- Preferred Waterloo Pickup:** (empty dropdown)
- Comment:** (empty text area)

At the bottom of the form, there is a 'RESET FORM' button and a 'SEND REQUEST' button with a right-pointing arrow.