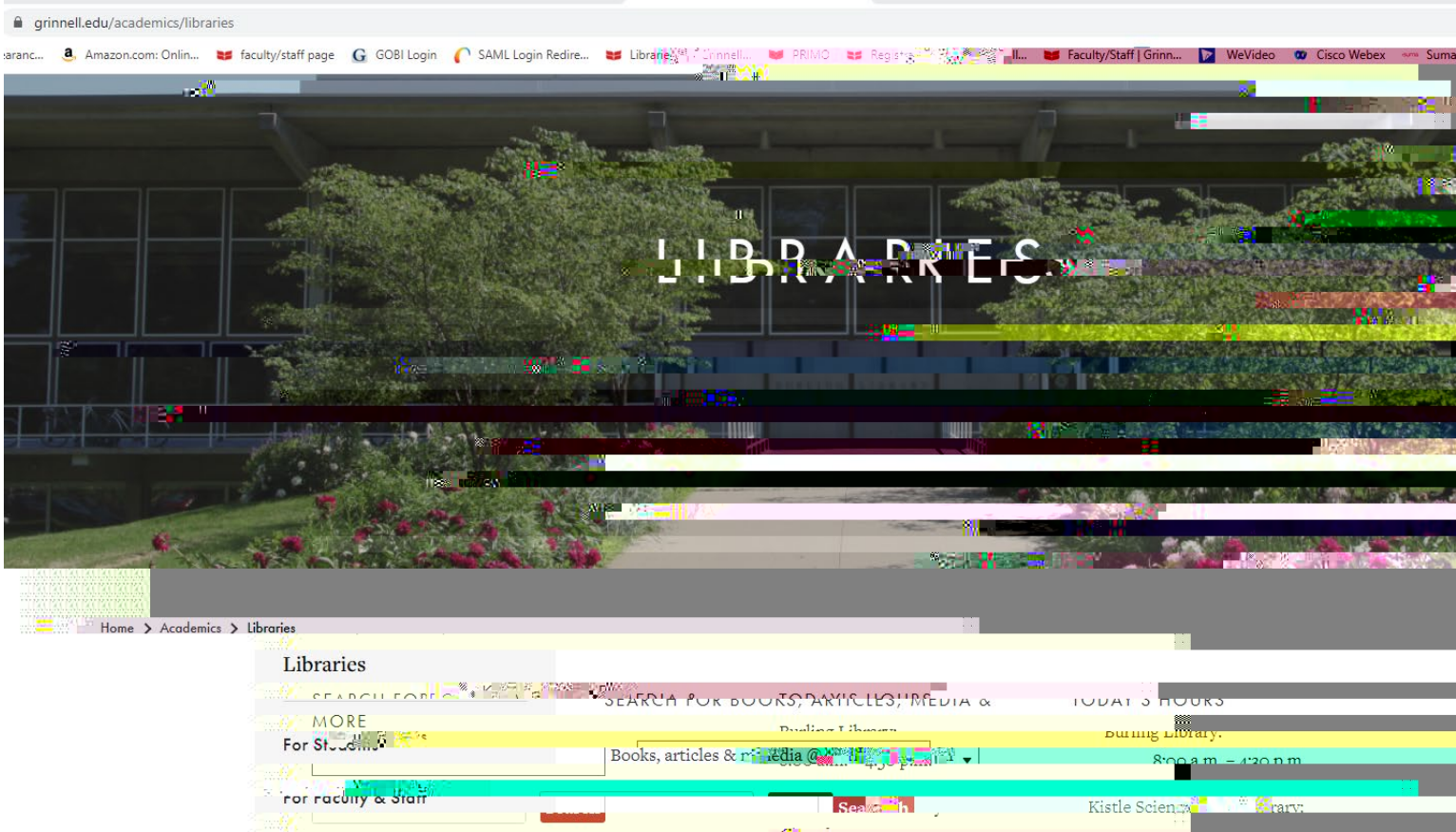


Requesting an item for Paging & Delivery

Instructions

Step 1. Go to library website

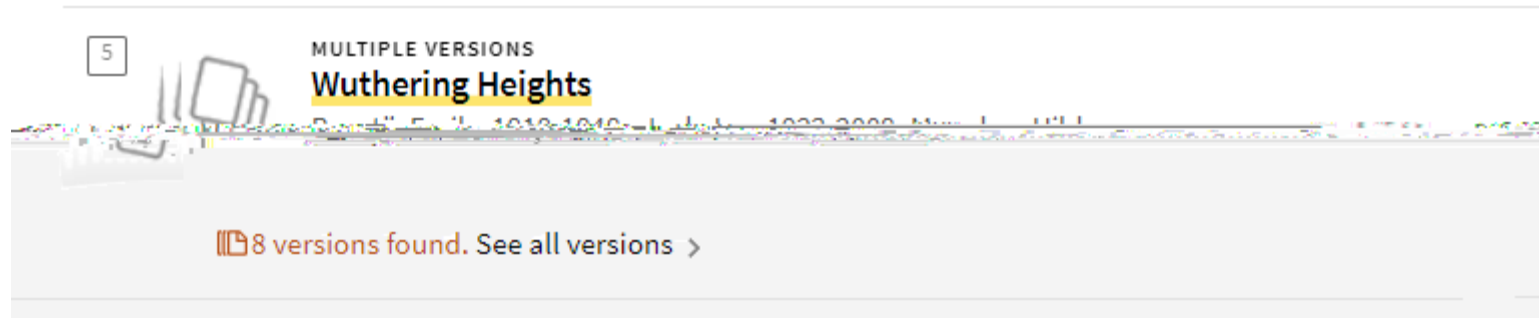


Step 2. Enter title of item you wish to borrow. Select Search.

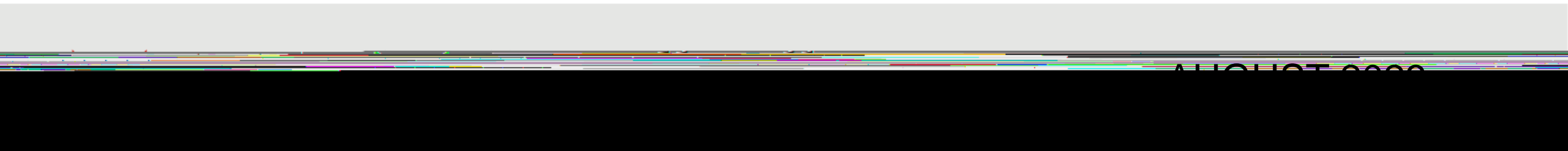


Step 3. Locate the item you wish to borrow.

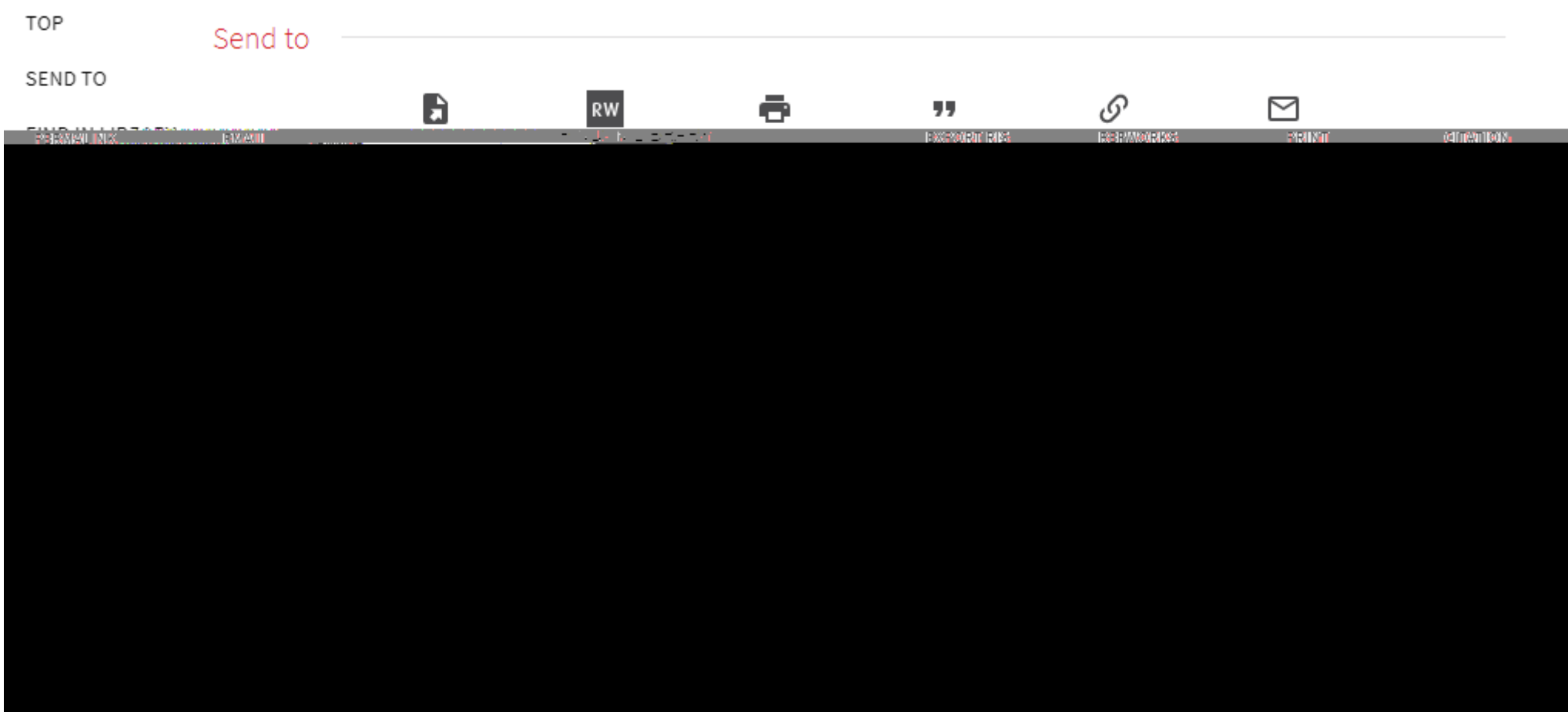
In this example Wuthering Heights by Emily Bronte is the chosen book. The initial entry will look like this:



Step 4. Sign in by using the red sign in square in the yellow bar.



Step 5. Choose “request”



Step 6. Fill out request form

Choose your delivery location.

GRINNELL COLLEGE Burling Library indicates the item will be held at the desk for pickup.

DELIVERY Work Address indicates the item will be delivered to your office address.

Leave Terms of Use and Not Needed After blank

The screenshot shows a library request form with the following elements:

- Navigation links: [DETAILS](#) and [VIRTUAL BROWSE](#).
- Search and Request: [Find in Library](#) and **REQUEST: Request**.
- Back link: [← BACK TO ITEMS](#).
- Message box: "Paged items must be picked up in person. Delivery requested items will be delivered".
- Barcode: A barcode with the text "000124 001 1804000" below it.
- Pickup Date: A dropdown menu labeled "Pickup Date".
- Comment: A text input field labeled "Comment".
- Buttons: [↻ RESET FORM](#) and [➤ SEND REQUEST](#).
- Delivery Location: A dropdown menu showing "GRINNELL COLLEGE" and "Burling Library".
- Delivery Method: A dropdown menu showing "DELIVERY" and "M, W, F, by 4 p.m. to faculty hub".
- Material Information: A dropdown menu showing "Material Type" and "Book".
- Additional Text: "Bucksbaum, HSSC, & Noyce. All other requests will be delivered via campus mail."

Items selected for Work Address will be checked out to your library account, wrapped in red opaque bag (to maintain confidentiality), and added to the delivery route or put in Campus Mail. You will receive an email notification from Alma stating your item has been sent for delivery. Please allow for delivery time depending on the day your item was paged AND/OR delivery method.

Delivery schedules

Paged items are delivered using one of the following options:

O