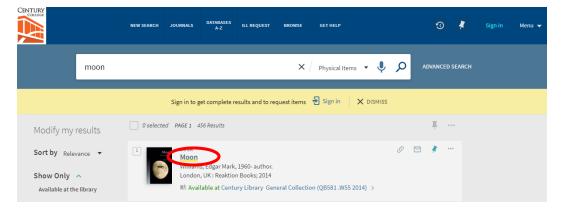
Requesting Physical Items for Pickup

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- 1. Locate your item in OneSearch using the Physical Items tab.

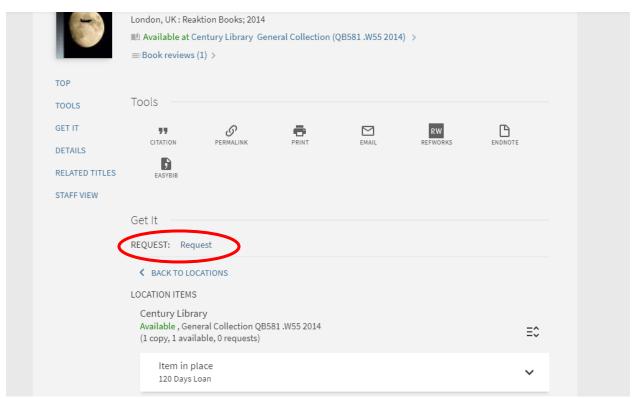
2. Click on the title of the book.



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3. Click on "Sign in" to request the item. Sign in using your StarID and password.

4. Click on Request.



- тор Get It TOOLS REQUEST: Request GET IT A BACK TO ITEMS DETAILS Request RELATED TITLES STAFF VIEW Pickup Location Terms of Use Century Library ⋳ Not needed after Material Type Book Ē 09/11/2020 Comment SEND REQUEST O→ RESET FORM
- 5. Fill out "date not needed after", then click "Send Request".

6. Track your requests using your patron account.

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7. When you receive a loan receipt in your Century email account, please pick up your item(s) at the Century College Library circulation desk any time when library services are available. (See the <u>bottom of this page</u> for library hours.) We will hold the item(s) for you for one week.