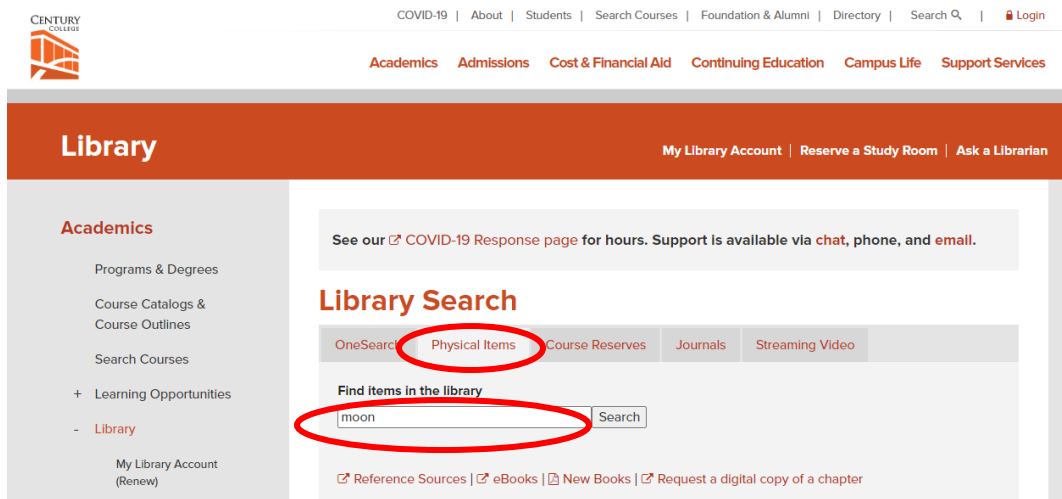
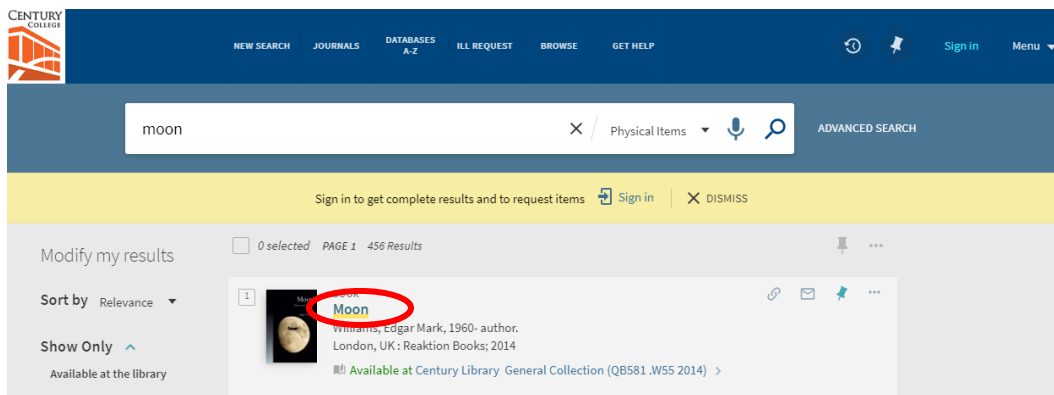


Requesting Physical Items for Pickup

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



2. Click on the title of the book.



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

The screenshot shows the library catalog interface for the book "Moon" by Williams, Edgar Mark. The book is listed as "Available at Century Library General Collection (QB581 .W55 2014)". The "Get It" section features a yellow banner with the text "Please sign in to check if there are any request options." and a "Sign in" button, which is circled in red. The "Tools" section includes links for Citation, Permalink, Print, Email, Refworks, and Endnote. The "Location Items" section shows the book is available in the General Collection (QB581 .W55 2014) with 1 copy, 1 available, and 0 requests.

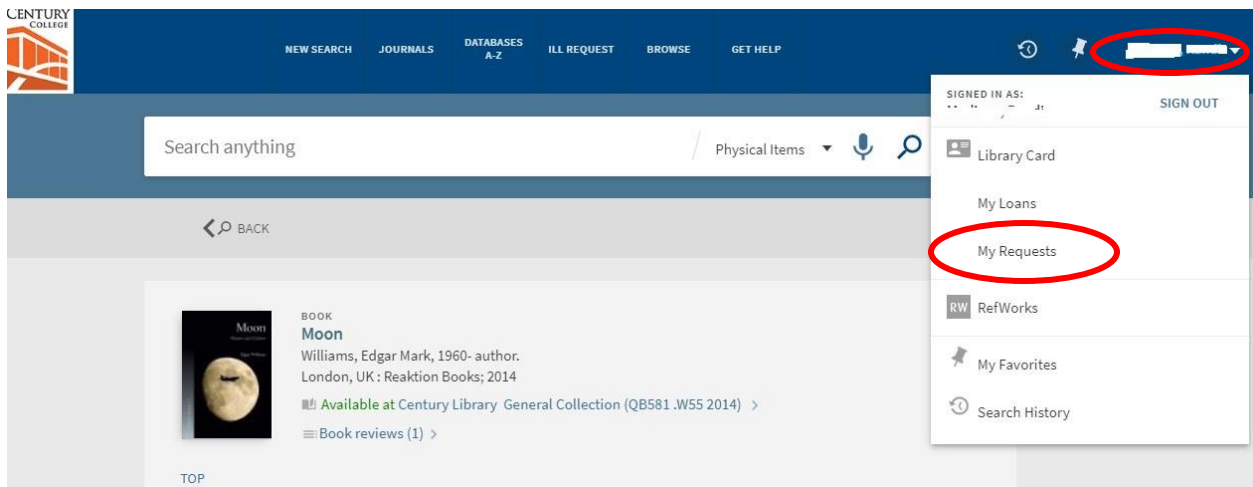
4. Click on Request.

The screenshot shows the library catalog interface for the book "Moon" by Williams, Edgar Mark. The "Get It" section features a "REQUEST: Request" button, which is circled in red. The "Tools" section includes links for Citation, Permalink, Print, Email, Refworks, and Endnote. The "Location Items" section shows the book is available in the General Collection (QB581 .W55 2014) with 1 copy, 1 available, and 0 requests.

5. Fill out “date not needed after”, then click “Send Request”.

The screenshot shows a library request form. On the left is a sidebar with links: TOP, TOOLS, GET IT, DETAILS, RELATED TITLES, and STAFF VIEW. The main area has a header with 'Get It' and 'REQUEST: Request'. Below this is a 'Request' form. The form includes a 'Pickup Location' dropdown set to 'Century Library' and a 'Material Type' dropdown set to 'Book'. A 'Terms of Use' section with a lock icon is visible. The 'Not needed after' date field is highlighted with a red circle, showing a calendar icon and the date '09/11/2020'. Below this is a 'Comment' text area. At the bottom, there is a 'RESET FORM' button and a green 'SEND REQUEST' button, which is also highlighted with a red circle.

6. Track your requests using your patron account.



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 [bottom of this page](#) for library hours.) We will hold the item(s) for you for one week.