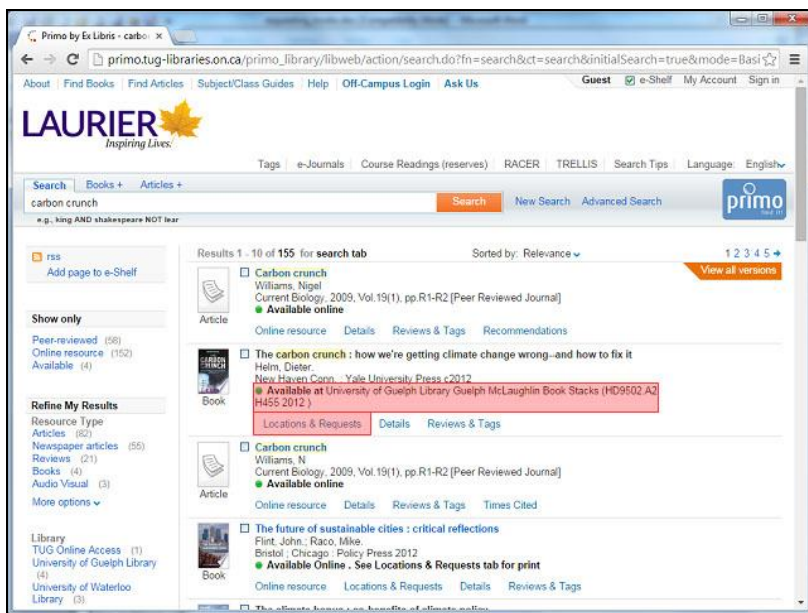
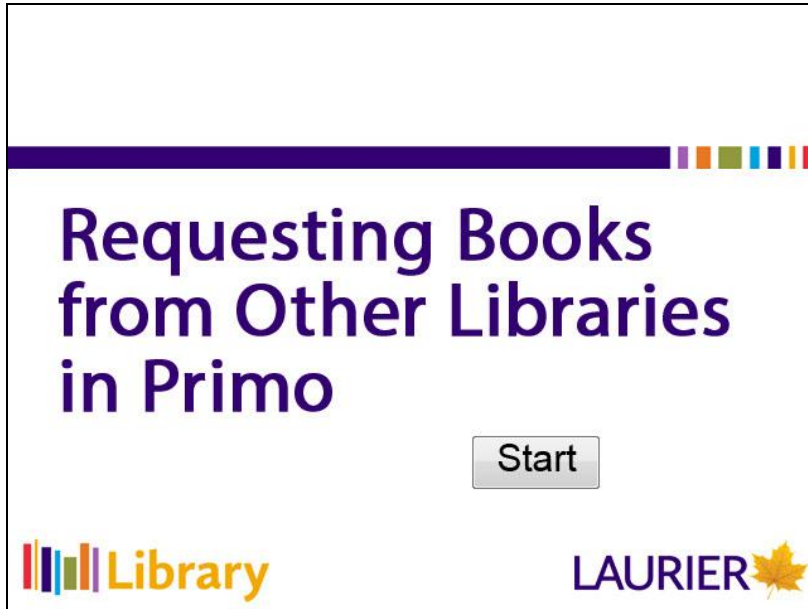


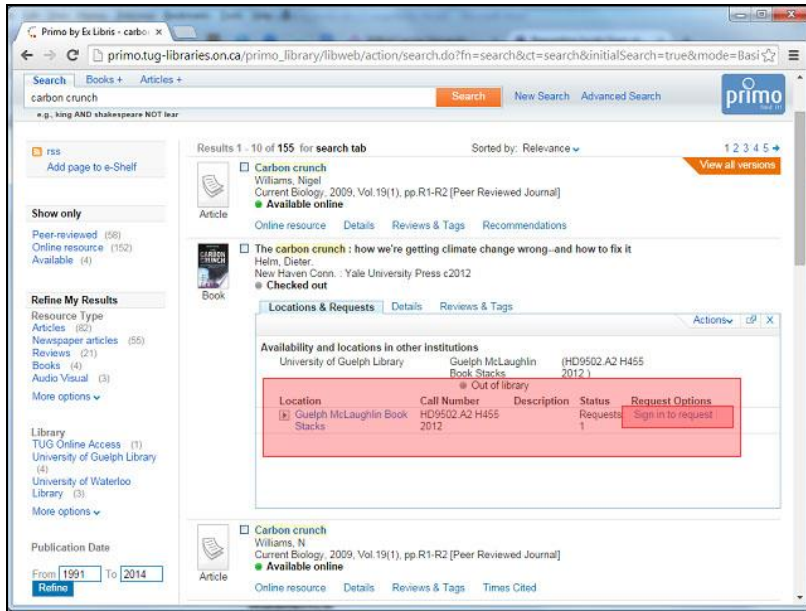
Requesting Books from Other Libraries in Primo



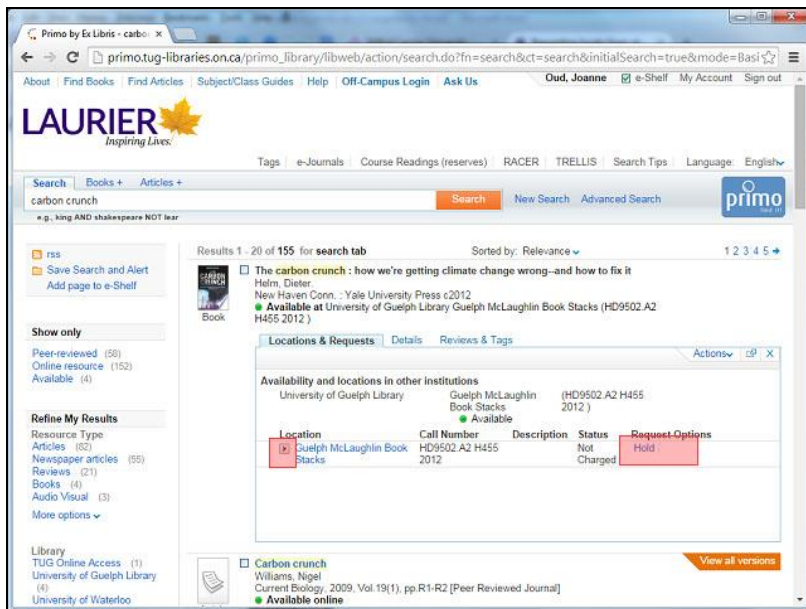
If you find a book in the Primo Library catalogue that is located at the University of Waterloo, Guelph, the Annex or other Laurier campuses, you can have it delivered to your nearest library for you to pick up. I'll show you how. Let's assume you've done a search in Primo and found a book you want at another library. In this case, we want a book located at the University of Guelph.

Click on the Locations & Requests link underneath the title.

Requesting Books from Other Libraries in Primo

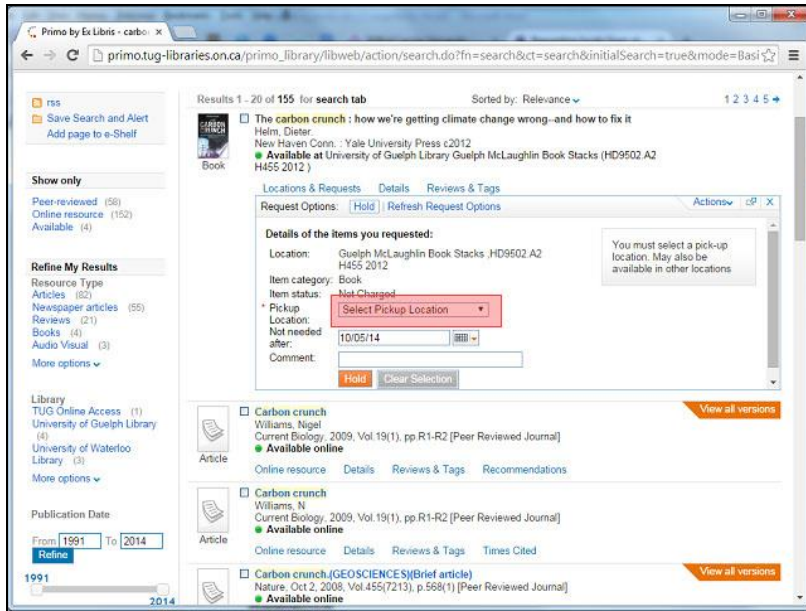


You'll see the locations of the book listed. Click on Sign in to request and sign in with your network login.



Now you'll see Hold under Request Options. If you don't, you will need to click on the plus sign next to the location first. Once you see it, click on the Hold link to place your request.

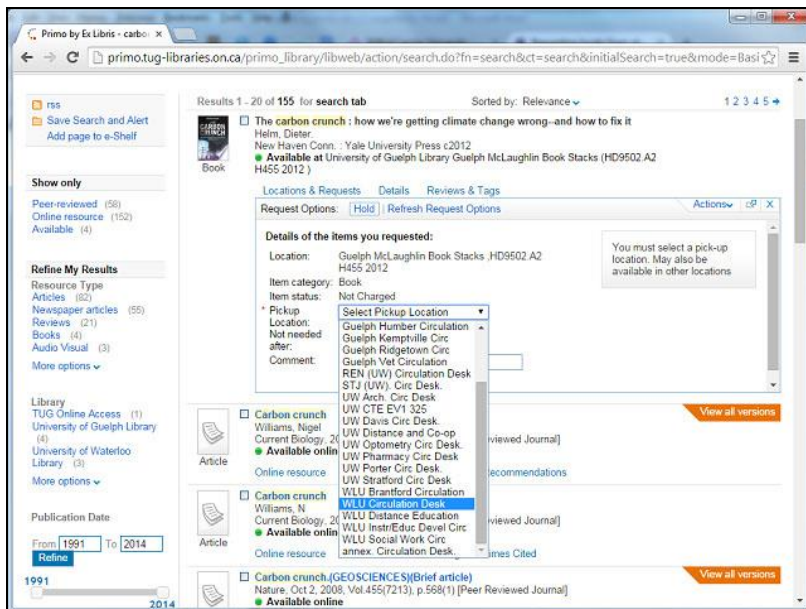
Requesting Books from Other Libraries in Primo



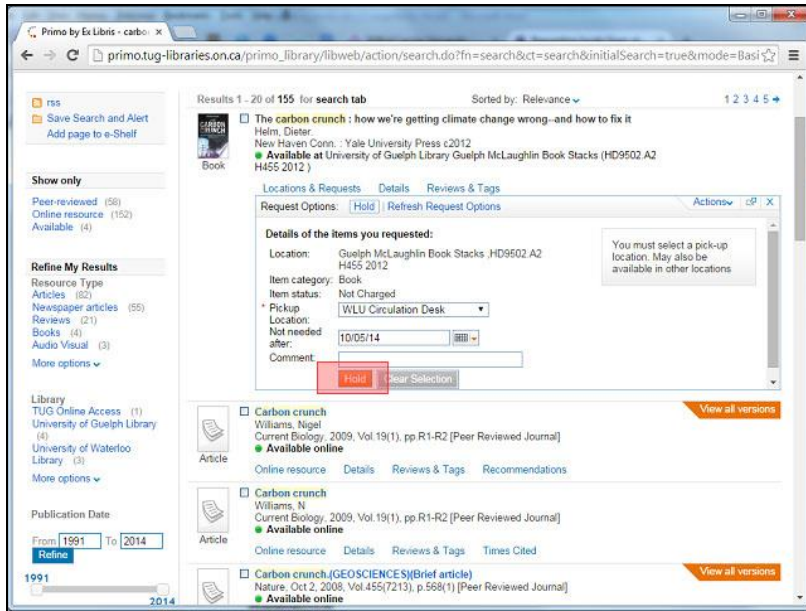
Next you'll want to specify where you want the book delivered.

Choose the location nearest to you from the Select Pickup Location drop-down menu.

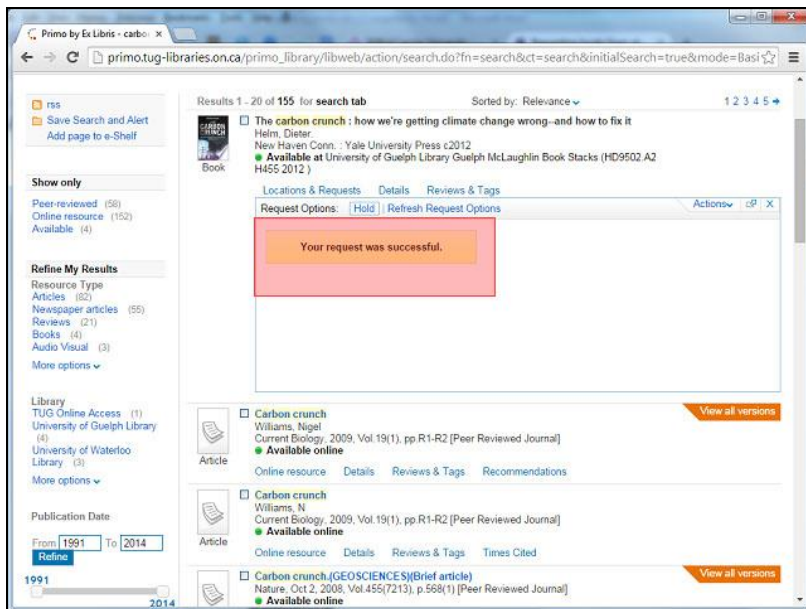
Normally, that will be either WLU Brantford, WLU Circulation Desk (for the Waterloo campus), or WLU Social Work.



Requesting Books from Other Libraries in Primo



When you're done, click Hold.



You'll see a message saying your request went through. It usually takes 1-3 days to arrive, and you'll get an e-mail notice when it's available for you to pick up.

Requesting Books from Other Libraries in Primo

Questions?



library.wlu.ca/help/askus



LAURIER 

If you have any questions, ask us at library.wlu.ca/help/askus.