

## Guide to placing a request for an item in the Library Annexe

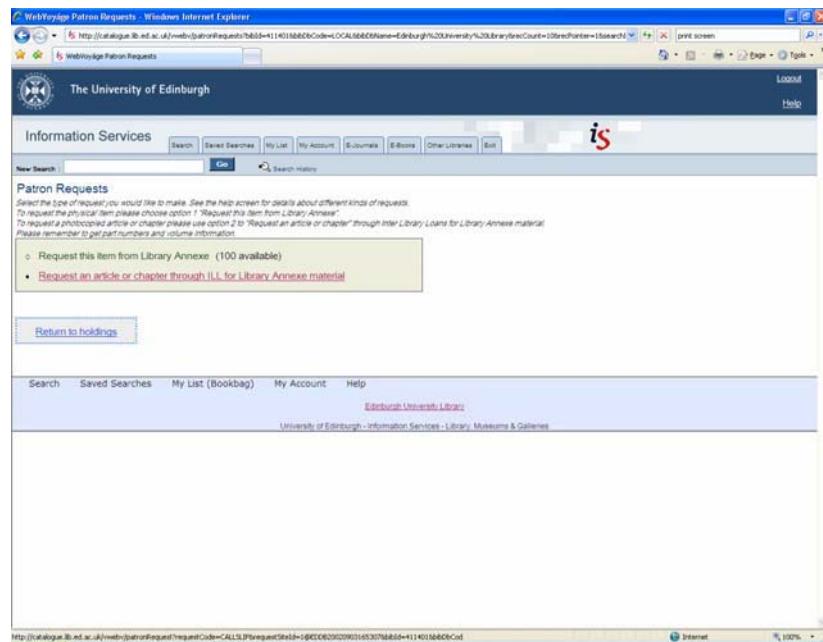
1. In the online catalogue, if you identify that the item you require is stored in the Library Annexe (either book or whole journal part), you are able to request its delivery to a library site using the 'Library Annexe Item Request' button:

The screenshot shows a search result for the book 'A guide to earth history / Carrington, Richard.' The 'Actions' menu on the right side of the screen includes options for 'Library Annexe Scan Request' and 'Library Annexe Item Request'.

2. Enter your barcode (from your University Card) and surname:

The screenshot shows the 'WebVoyage Log In' page. The 'Library barcode' field contains '\*\*' and the 'Last Name' field contains 'burns'. Below the form is a 'Log In' button.

3. Then select “Request this item from the Library Annexe”.



4. For single items, you need not enter any additional text. For multi-volume parts you should enter details of volume and parts required in the box.

The screenshot shows a modal dialog box titled 'Request this item from Library Annexe'. The dialog has a light blue background. Inside, there is a text box with the placeholder 'Enter text here' followed by instructions: 'For serials and multi-volume works, specify volume, part, number, year information (Max. 100 characters)'. Below this is a dropdown menu labeled 'Choose pick up location:' with 'Main Library' selected. There is also a text input field for 'Your Library Barcode'. At the bottom of the dialog are two buttons: 'Submit' and 'Cancel'. The background of the main window shows the same 'WebVoyage Patron Requests' interface as the previous screenshot, with the 'Information Services' tab active. The URL in the address bar is <http://catalogue.lib.ed.ac.uk/web/patronRequest/requestCode=CALLIPrequestCode=1&CC020209031653076&B0=4114015b400C0>.

- Choose the Library you would like the item to be delivered to:

The University of Edinburgh

Information Services

Patron Requests

Request this item from Library Annex

Instructions: This form is for Library Annex (LA) stock only. If you have any problems please mail us at [help@ed.ac.uk](mailto:help@ed.ac.uk)

For serials and multi-volume works, specify volume, part, number, year information (Max. 100 characters):

Choose pick up location:

[Search](#) [Saved Searches](#) [My List](#) [My Account](#) [E-Journals](#) [E-Books](#) [Other Libraries](#) [Exit](#)

Logout Help

is

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- Re-enter your barcode (this is there as a double check, in case you walk away from the catalogue mid-request), and submit the request.
- You should see a notice informing you if your request has been successful.

Catalogue Holdings Information - Windows Internet Explorer

The University of Edinburgh

Information Services

Your request was successful. See help for details of delivery times.

A guide to earth history /

Main Author: Carrington, Richard.

Title: A guide to earth history /

Publisher: London : Chatto and Windus, 1956.

Description: 240p : illus ; 23cm.

Subjects: Paleontology.

Evolution.

Earth.

Holdings

Location Information: [Library Annex - Request online using Actions box](#)

Shelfmark: 56.Cat.

Number of Items: 1

Status: c.1 Requested

Results | + Prev 2 of 96 Next |

This item

- Record View
- Staff View
- Full Record

Actions

- Library Annex Scan Request
- Library Annex Item Request
- Print
- Export
- Email
- Add to My List

Search Saved Searches My List (Bookbag) My Account Help

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- If you now login to Your Account, you will see a 'Request Pending'. When the item arrives at the Library Site of choice, it will become 'Available for pick up.' You can see expected delivery times on our website: [www.ed.ac.uk/is/library-annexe](http://www.ed.ac.uk/is/library-annexe)