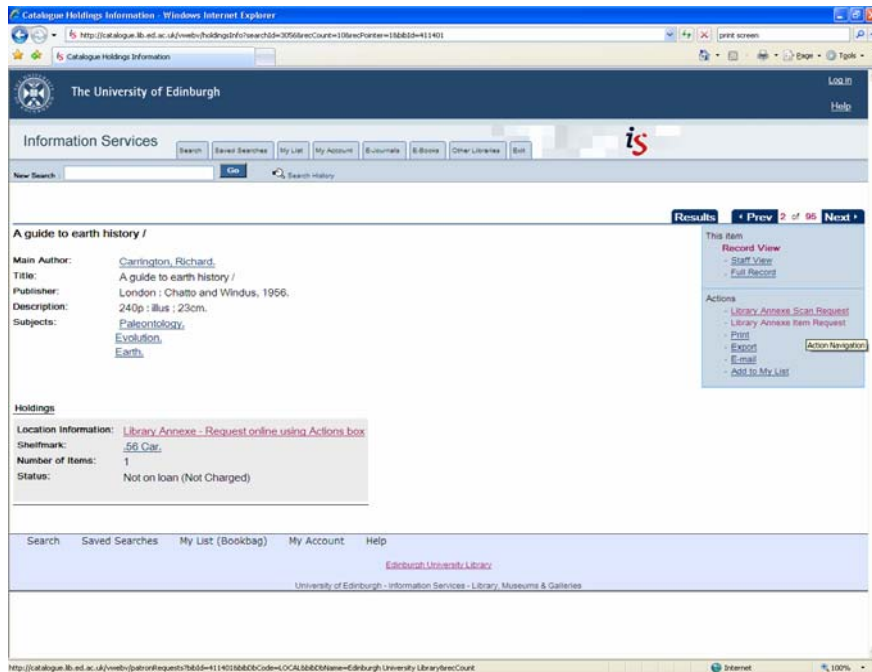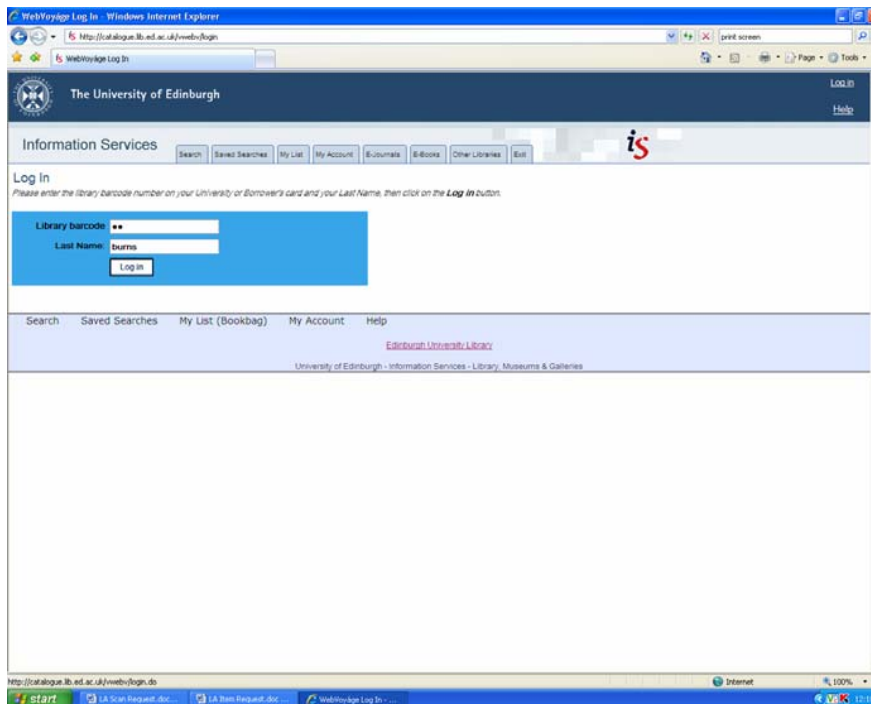# Guide to placing a request for an item in the Library Annexe
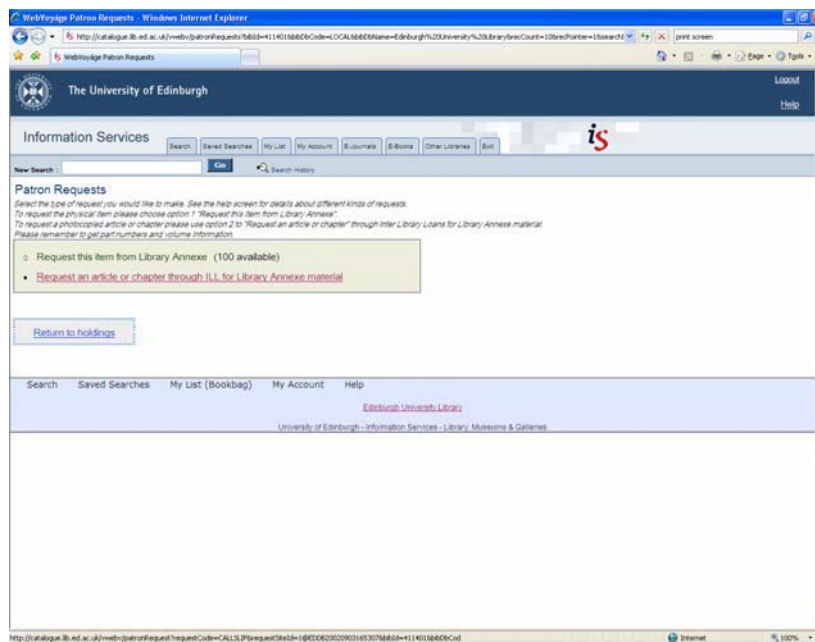
1. In the online catalogue, if you identify that the item you require is stored in the Library Annexe (either book or whole journal part), you are able to request its delivery to a library site using the 'Library Annexe Item Request' button:
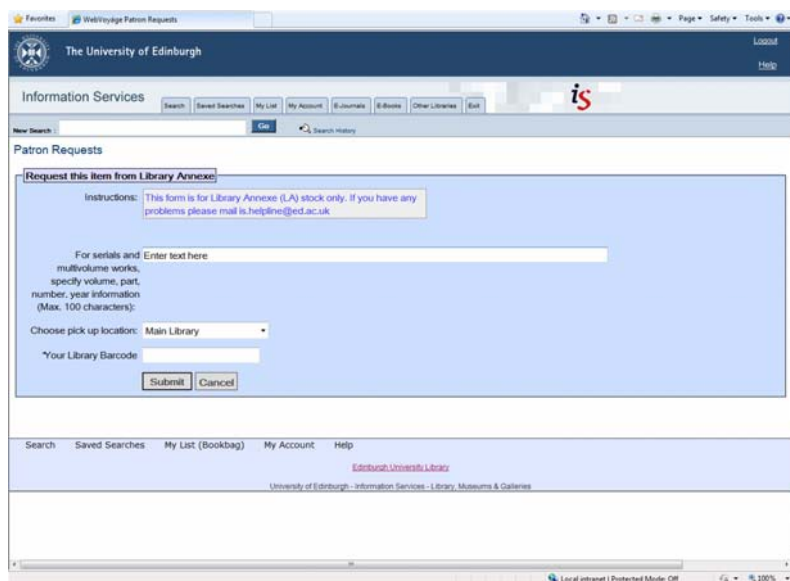

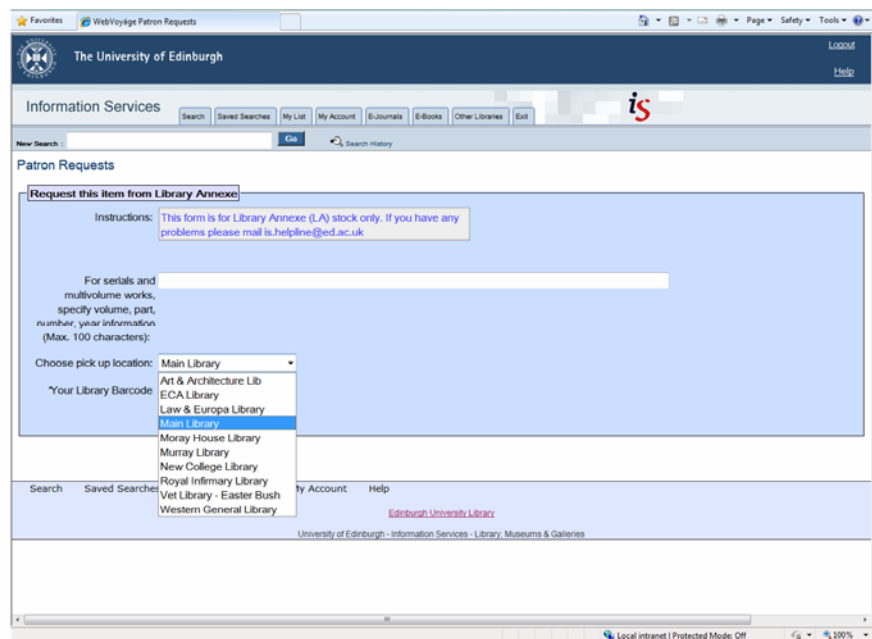2. Enter your barcode (from your University Card) and surname:

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.

5. Choose the Library you would like the item to be delivered to:

6. 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.

7. You should see a notice informing you if your request has been successful.
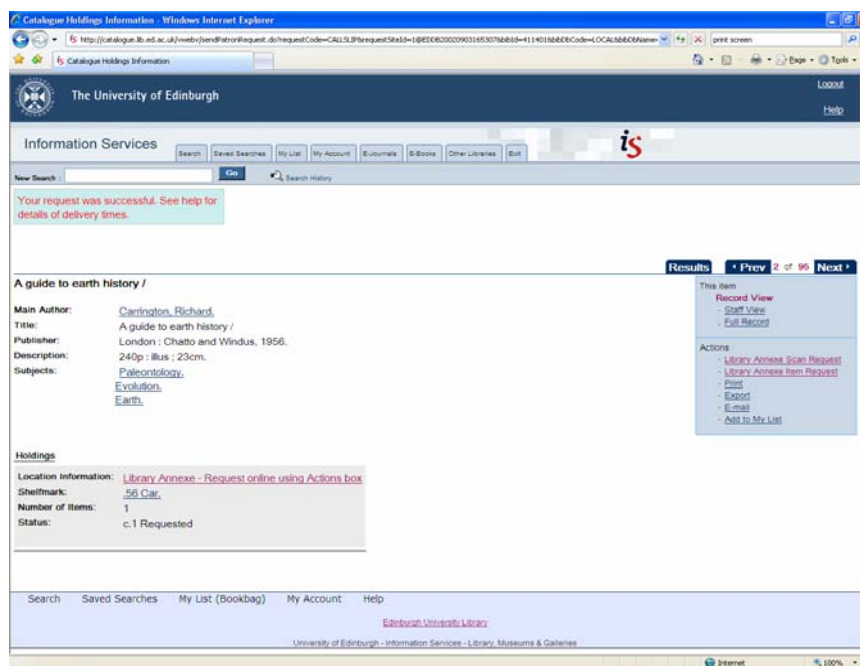
8. If you now login to Your Account, you will see a 'Request Pending'. When the item arrives at the Library Site of choice, it will become 'Available for pick up.' You can see expected delivery times on our website: www.ed.ac.uk/is/library-annexe