

Affiliate Libraries

How members of affiliate libraries can request items in the SCF IZ or in Primo

- [Requesting in Primo](#)
- [Requesting in the Shared Collections Facility Alma](#)

Requesting in Primo

- Go to your affiliate library's **Primo**
- Click on the top-right **Sign In** link to sign into the system (you will have been given login credentials by WRLC)

The screenshot shows the top navigation bar of the National Geographic AtlasSearch website. The header includes the National Geographic logo, navigation links for 'LIBRARY SEARCH', 'COLLECTION DISCOVERY', and 'NGS LIBRARY', and user options for 'Sign in' and 'Menu'. A search bar is prominently displayed with the placeholder text 'Search anything' and a magnifying glass icon. Below the search bar, there are two dropdown menus: 'that contain my query words' and 'anywhere in the record'. The main content area features three informational boxes: 'Welcome to our NGS AtlasSearch' which describes the search service and mentions that over 1500 atlases are available for request; 'Where can I get help?' which includes a link to 'Ask a librarian'; and 'About Us' which provides the address of the National Geographic Society headquarters in Washington, DC.

- Once you are logged in, search for the item you would like to request
- Click on the title of the item from the search results list
- On the title page, click on the **Item from SCF** link * Do NOT choose the other Availability options



MULTIPLE VERSIONS

Concise atlas of the world.

National Geographic Society (U.S.); National Geographic Maps (Firm)

Available at [WRLC - Shared Collections Facility](#) [WRLC Storage - National Geographic \(N.G.S. Pubs. AT C744 2003\)](#) >

4 versions found. [See all versions](#) >

TOP

Send to

SEND TO

AVAILABILITY

DETAILS

VIRTUAL BROWSE

LINKS



SHARE



EXPORT TO
EXCEL



EXPORT BIBTEX



EXPORT RIS



EASYBIB



ENDNOTE



REFWORKS



PRINT



CITATION



PERMALINK



EMAIL

Availability

REQUEST: [Item from SCF](#) / [Chapter/Article Request](#) / [CLS Request \(2-3 Day Delivery\)](#)

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AVAILABILITY AT LIBRARY

WRLC - Shared Collections Facility

Available, WRLC Storage - National Geographic; N.G.S. Pubs. AT C744 2003

(1 copy, 1 available, 0 requests)



Item on Shelf

N.G.S. Pubs. AT C744 2003 R35M11S04T03 EF

End of Term WRLC Faculty



- In the Request form, choose **Work Address** for the **Pickup Location**
- Choose **Send Request**

[← BACK TO ITEMS](#)

Request

Material Type
Map

Pickup Location

★ Work Address ▼

Terms of Use ▼

Not needed after

 Pickup Date ▼

Comment

 RESET FORM

 SEND REQUEST

- The item will then arrive at your library in 1-2 business days

Requesting in the Shared Collections Facility Alma

- Log into the Shared Collections Facility Alma (a link will have been given to you by WRLC)
- Once you are logged in, search for the item you wish to request. You can limit your search to only your library's items by creating an advanced search of **Physical Items** that have a **Provenance Code of Property of [Affiliate Library]**

The screenshot shows the Alma search interface. At the top, there is a search bar with "Physical items" selected and "All" as a filter. Below the search bar, there are tabs for "Physical item: Provenance Code", "Equals", and "Property of National Geographic Society". A "Search" button is visible on the right. The left sidebar contains navigation options for "Alma", "Acquisitions", and "Resources".

- Once you find the item you wish to request, click the ellipsis (...) button, then choose Request

The screenshot shows the search results page for "Physical Items (1 - 20 of 1,570)". The search criteria are "where (Provenance Code equals 'Property of National Geographic Society')". The results table shows one item:

<input type="checkbox"/>	Longman's new atlas, political and physical, for the use of schools and private persons. Engraved and lithographed by Edward Stanford. Book By Chisholm, Geo. G. (London, New York, Longmans, Green, 1889.) Barcode: 02001055359X Library: WRLC - Shared Collections Facility Creation Date: 01/10/2025 08:39:08 EST Modification Date: 01/15/2025 13:12:30 EST Expected Arrival Time: - On Hold Expiration Date: - Due Date: - Needed By: - Until: - Permanent Location: WRLC National Geographic Receiving date: - Other details	Call Number: MC G 1019 C542 Call Number Type: Other scheme Item call number: R38M08S13T03 DE Status: Item in place Due back: - Material Type: Book	Item ID: 23360037740004617 Holdings ID: 22360037760004617 MMS ID: 99186169386604617	Withdraw Edit Item Request Resource sharing request Toggle Missing Status Work Order Holdings Display in Discovery Items
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- Then select the following values for your request
 - Request Type = **Patron Physical Item Request**
 - Requester = **search and select your name**
 - Pickup Institution = **Shared Collections Facility**
 - Pickup At = **Personal Delivery > Office Delivery**

< Create Request

Create Request

Request Type * Patron physical item request

Requester * Test User

Note

Pickup Institution * My Institution: Shared Collections Facility

Pickup At * Personal Delivery: Office Delivery

Override On Shelf Request Policy

Additional Request Attributes

- Then click **Submit**
- The item will then arrive at your library in 1-2 business days