

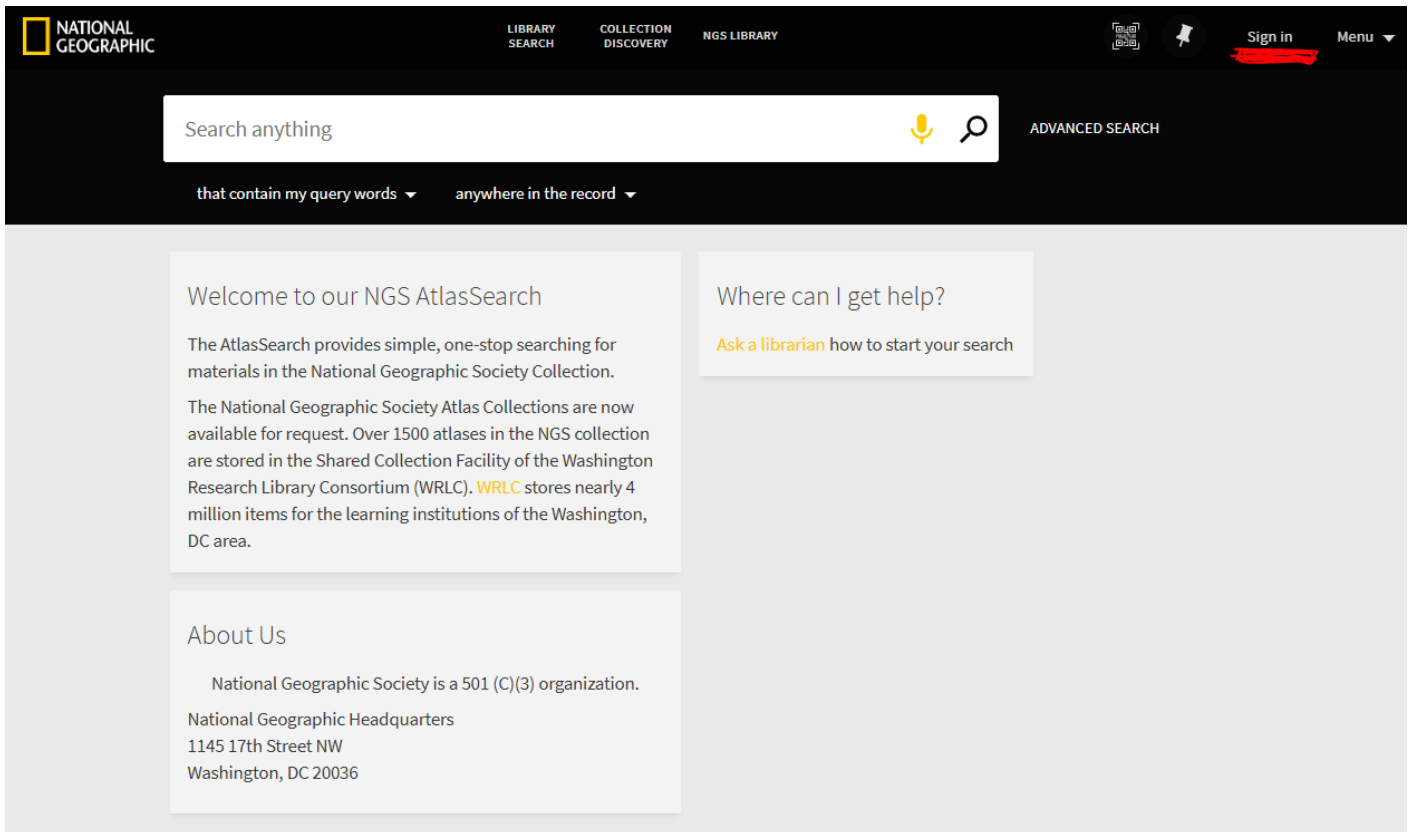
Affiliate Libraries

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)



- 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

AVAILABILITY

DETAILS

VIRTUAL BROWSE

LINKS

Send to

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 \(2-3 Day Delivery\)](#)

[BACK TO LOCATIONS](#)

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
End of Term WRLC Faculty

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

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

Availability

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

[← 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. The top navigation bar includes the Alma logo and a search bar. The search bar contains the text 'Physical items' and 'All'. Below the search bar, there are filters for 'Physical items', 'Zone: Institution', 'Network', and 'Community'. The search criteria are set to 'Physical item: Provenance Code' equals 'Property of National Geographic Society'. There are buttons for 'Clear form' and 'Search'.

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

The screenshot shows the Alma search results page. The header indicates 'Physical Items (1 - 20 of 1,570)' and a filter 'where (Provenance Code equals "Property of National Geographic Society")'. There is a 'Save Query' button. The results are sorted by 'Publication Date - Asc' and 'Secondary Sort by: Rank'. The first result is 'Longman's new atlas, political and physical, for the use of schools and private persons. Engraved and lithographed by Edward Stanford.' The details for this item are displayed, including the call number, item ID, holdings ID, and MMS ID. A dropdown menu is open for the first result, showing options: 'Request', 'Resource sharing request', 'Toggle Missing Status', 'Work Order', 'Holdings', 'Display in Discovery', and 'Items'.

- 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

X

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▼

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