

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 the text "Physical items" and "All". Below the search bar, there are filters for "Physical item: Provenance Code" and "Equals" with a dropdown menu showing "Property of National Geographic Society". There is a "Search" button and a "Clear form" link. On the left side, there is a navigation menu with "Alma", "Acquisitions", and "Resources".

- 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 title is "Physical Items (1 - 20 of 1,570) where (Provenance Code equals 'Property of National Geographic Society')". There is a "Save Query" button. Below the title, there are tabs for "Institution", "Network", and "Community". There is a "Select All" checkbox and sorting options: "Sort by: Publication Date - Asc" and "Secondary Sort by: Rank". There are "0 rows selected", "Manage Selected", and a settings icon. The first item is "Longman's new atlas, political and physical, for the use of schools and private persons. Engraved and lithographed by Edward Stanford." with details like "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: -", "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". There is a "Withdraw" button, an "Edit Item" button, and a dropdown menu with 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

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

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