

# 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's a search bar with "Physical items" selected. Below it, the search criteria are displayed: "Physical item: Provenance Code" equals "Property of National Geographic Society". The search button is visible on the right.

- 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 first item is "Longman's new atlas, political and physical, for the use of schools and private persons. Engraved and lithographed by Edward Stanford." The item details are displayed, including the call number, item ID, and holdings. A dropdown menu is open, showing options like "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 ⓘ ↻ ▼
Note	<div></div>	
Pickup Institution *	My Institution: Shared Collections Facility	▼
Pickup At *	Personal Delivery: Office Delivery	▼
<div>Override On Shelf Request Policy</div>		

### Additional Request Attributes

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

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