



# 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]**





Washington  
Research  
Library  
Consortium




Physical items ▾


All ▾








Alma



Acquisitions



Resources


Search in: Physical items ▾


Zone: ☒ Institution ☐ Network ☐ Community

Physical item: Provenance Code ▾

Equals ▾

Property of National Geographic Society ▾





Clear form

Search

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

**Physical Items (1 - 20 of 1,570)** | where (Provenance Code equals "Property of National Geographic Society")

Save Query

Institution Network Community

Select All Sort by : Publication Date - Asc Secondary Sort by : Rank 0 rows selected Manage Selected

1	<b>Longman's new atlas, political and physical, for the use of schools and private persons. Engraved and lithographed by Edward Stanford.</b> 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: - <a href="#">Other details</a>	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	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

Revision #1

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