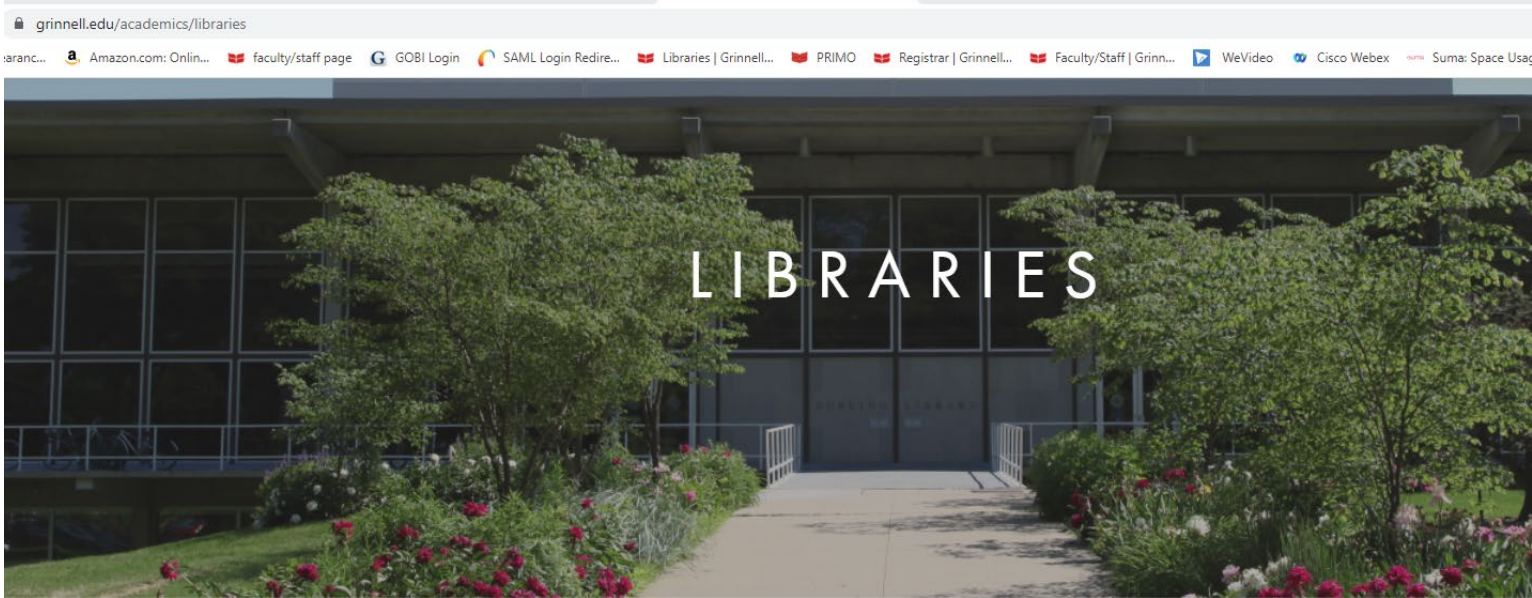


# Requesting an item for Paging & Delivery

## Instructions

# Step 1. Go to library website



Libraries

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For Students

For Faculty & Staff

Home > Academics > Libraries

SEARCH FOR BOOKS, ARTICLES, MEDIA & MORE

Books, articles & media @ Grinnell

Search

TODAY'S HOURS

Burling Library:  
8:00 a.m. – 4:30 p.m.

Kistle Science Library:  
11:00 a.m. – 4:00 p.m.

## Step 2. Enter title of item you wish to borrow. Select Search.

[Home](#) > [Academics](#) > [Libraries](#)

SEARCH FOR BOOKS, ARTICLES, MEDIA &  
MORE

Books, articles & media @ Grinnell ▼

Wuthering Heights|


**Search**

## Step 3. Locate the item you wish to borrow.

In this example *Wuthering Heights* by Emily Bronte is the chosen book. The initial entry will look like this:

---


5



MULTIPLE VERSIONS

**Wuthering Heights**

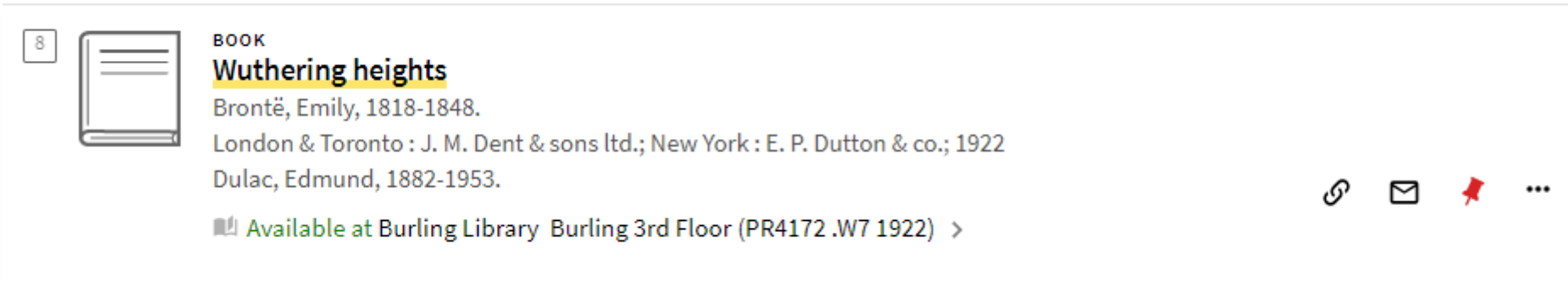
Brontë, Emily, 1818-1848.; Jack, Ian, 1923-2008.; Marsden, Hilda.


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





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## Step 3. (continued) Locate the item you wish to borrow.

Double click on the item. The versions the library owns will be displayed. Scroll down to find the one you want. Notice that the item is listed as “available”. Click on the “available” line to open the item.



8  **BOOK**  
**Wuthering heights**  
Brontë, Emily, 1818-1848.  
London & Toronto : J. M. Dent & sons ltd.; New York : E. P. Dutton & co.; 1922  
Dulac, Edmund, 1882-1953.

 [Available at Burling Library Burling 3rd Floor \(PR4172 .W7 1922\) >](#)

# Step 4. Sign in by using the red sign in square in the yellow bar.



BOOK

## Wuthering heights

Brontë, Emily, 1818-1848.

London & Toronto : J. M. Dent & sons Ltd.; New York : E. P. Dutton & co.; 1922

Dulac, Edmund, 1882-1953.

Available at Burling Library Burling 3rd Floor (PR4172 .W7 1922) >

TOP

SEND TO

Send to

FIND IN LIBRARY



EXPORT RIS



REWORKS



PRINT



CITATION



PERMALINK




EMAIL

LINKS

DETAILS

VIRTUAL BROWSE

Find in Library

Please sign in to check if there are any request options.  Sign in

< BACK TO LOCATIONS

LOCATION ITEMS

Burling Library

Available, Burling 3rd Floor; PR4172 .W7 1922

(1 copy, 1 available, 0 requests)

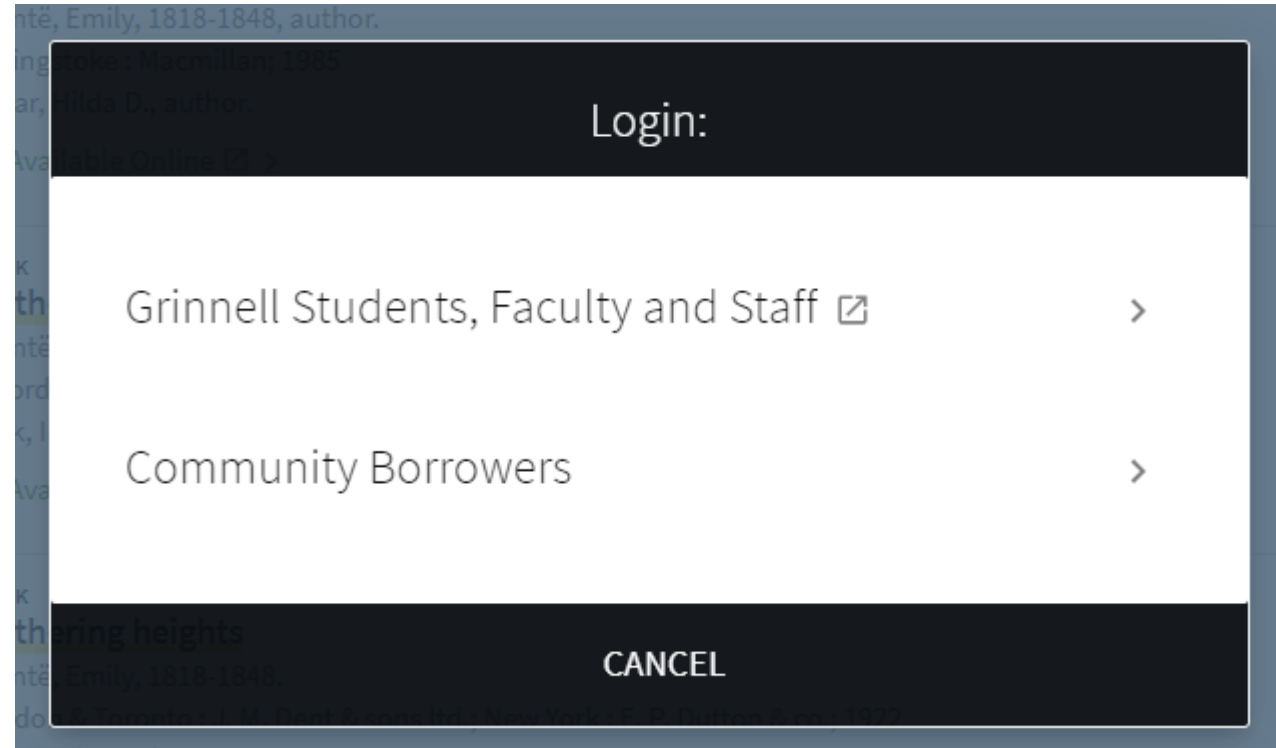


Item in place Format: Book

Loanable



## Step 4.(continued) Choose faculty/staff



# Step 5. Choose “request”

TOP

Send to \_\_\_\_\_

SEND TO

FIND IN LIBRARY

EXPORT RIS    REFWORKS    PRINT    CITATION    PERMALINK    EMAIL

LINKS

DETAILS

Find in Library \_\_\_\_\_

VIRTUAL BROWSE

REQUEST: Request

< BACK TO LOCATIONS

### LOCATION ITEMS

Burling Library  
Available, Burling 3rd Floor ; PR4172 .W7 1922  
(1 copy, 1 available, 0 requests) 

Item in place    Format: Book  
End of Year 



# Step 6. Fill out request form

Choose your delivery location.

GRINNELL COLLEGE Burling Library indicates the item will be held at the desk for pickup.

DELIVERY Work Address indicates the item will be delivered to your office address.

Leave Terms of Use and Not Needed After blank

The screenshot shows a web interface for a library request form. At the top, there are two tabs: 'DETAILS' and 'VIRTUAL BROWSE'. The 'DETAILS' tab is active, showing 'Find in Library' in red text. Below the tabs, there is a 'REQUEST: Request' section. A 'BACK TO ITEMS' link is visible. The main content area is split into two columns. The left column contains a notice: 'Paged items must be picked up in person. Delivery requested items will be delivered M, W, F, by 4 p.m. to faculty hubs in ARH, Bucksbaum, HSSC, & Noyce. All other requests will be delivered via campus mail.' Below this is a 'Material Type' field with 'Book' selected. The right column contains a dropdown menu for 'GRINNELL COLLEGE' with 'Burling Library' selected. Below the dropdown is a 'DELIVERY' section with 'Work Address' selected. There is a 'Pickup Date' field with a calendar icon and a dropdown arrow. Below that is a 'Comment' field. At the bottom of the form are two buttons: 'RESET FORM' with a circular arrow icon and 'SEND REQUEST' with a green arrow icon.

Items selected for Work Address will be checked out to your library account, wrapped in red opaque bag (to maintain confidentiality), and added to the delivery route or put in Campus Mail. You will receive an email notification from Alma stating your item has been sent for delivery. Please allow for delivery time depending on the day your item was paged AND/OR delivery method.

Items selected for Burling Library will be held at the Circulation Desk for seven days. After seven days, items not picked up will be returned to the collection.

# Delivery schedules

Paged items are delivered using one of the following options:

Offices with Faculty Hubs will delivered Monday, Wednesday, Friday weekly before 4:00 p.m.

Bucksbaum Arts Center – Room 162

ARH Pavilion – Room A1234

HSSC South Pavilion – Room S2321

HSSC North Pavilion – Room N3175

Noyce Science Center – Room 1232

Office locations without Faculty Hubs will have paged items sent through Campus Mail.

Items will be sent via Campus Mail daily.

\*At this time, the library is not offering “pick up service” and all borrowed items must be physically returned to the library.

Do not send return items through campus mail or the delivery service.

Thank you