

# Affiliate Libraries

Affiliate libraries of WRLC, such as National Geographic, place and receive requests only for their own institution's materials stored at the Shared Collections Facility (SCF); they cannot request items from WRLC member institutions, and WRLC members cannot request theirs.

This section includes instructions on how patrons and staff at affiliate libraries can request their items at the SCF, either through the SCF Institution Zone or the SCF Primo instance.

- [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)

The screenshot shows the top navigation bar of the National Geographic AtlasSearch website. The header includes the National Geographic logo, navigation links for 'LIBRARY SEARCH', 'COLLECTION DISCOVERY', and 'NGS LIBRARY', and a 'Sign in' link. A search bar is prominently displayed with the placeholder text 'Search anything' and a magnifying glass icon. Below the search bar, there are two dropdown menus: 'that contain my query words' and 'anywhere in the record'. The main content area features three informational boxes: 'Welcome to our NGS AtlasSearch' which describes the search service and mentions the Shared Collection Facility (SCF) at WRLC; 'Where can I get help?' with a link to 'Ask a librarian'; and 'About Us' which provides the National Geographic Society's address in Washington, DC.

- 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

SEND TO

AVAILABILITY

DETAILS

VIRTUAL BROWSE

LINKS



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

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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**

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### 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. At the top, there is a search bar with "Physical items" selected. Below the search bar, there are filters for "Physical item: Provenance Code" and "Equals" with the value "Property of National Geographic Society". A "Search" button is visible on the right. The left sidebar shows navigation options for Alma, Acquisitions, and Resources.

- 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) where (Provenance Code equals 'Property of National Geographic Society')". 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 dropdown menu for this item is open, showing options: "Request", "Resource sharing request", "Toggle Missing Status", "Work Order", "Holdings", "Display in Discovery", and "Items".

<b>Book</b> By Chisholm, Geo. G. (London, New York, Longmans, Green, 1889.)	<b>Call Number:</b> MC G 1019 C542	<b>Item ID:</b> 23360037740004617
<b>Barcode:</b> 02001055359X	<b>Call Number Type:</b> Other scheme	<b>Holdings ID:</b> 22360037760004617
<b>Library:</b> WRLC - Shared Collections Facility	<b>Item call number:</b> R38M08S13T03 DE	<b>MMS ID:</b> 99186169386604617
<b>Creation Date:</b> 01/10/2025 08:39:08 EST	<b>Status:</b> Item in place	
<b>Modification Date:</b> 01/15/2025 13:12:30 EST	<b>Due back:</b> -	
<b>Expected Arrival Time:</b> -	<b>Material Type:</b> Book	
<b>On Hold Expiration Date:</b> -		
<b>Due Date:</b> -		
<b>Needed By:</b> -		
<b>Until:</b> -		
<b>Permanent Location:</b> WRLC National Geographic		
<b>Receiving date:</b> -		

- 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