Affiliate Libraries

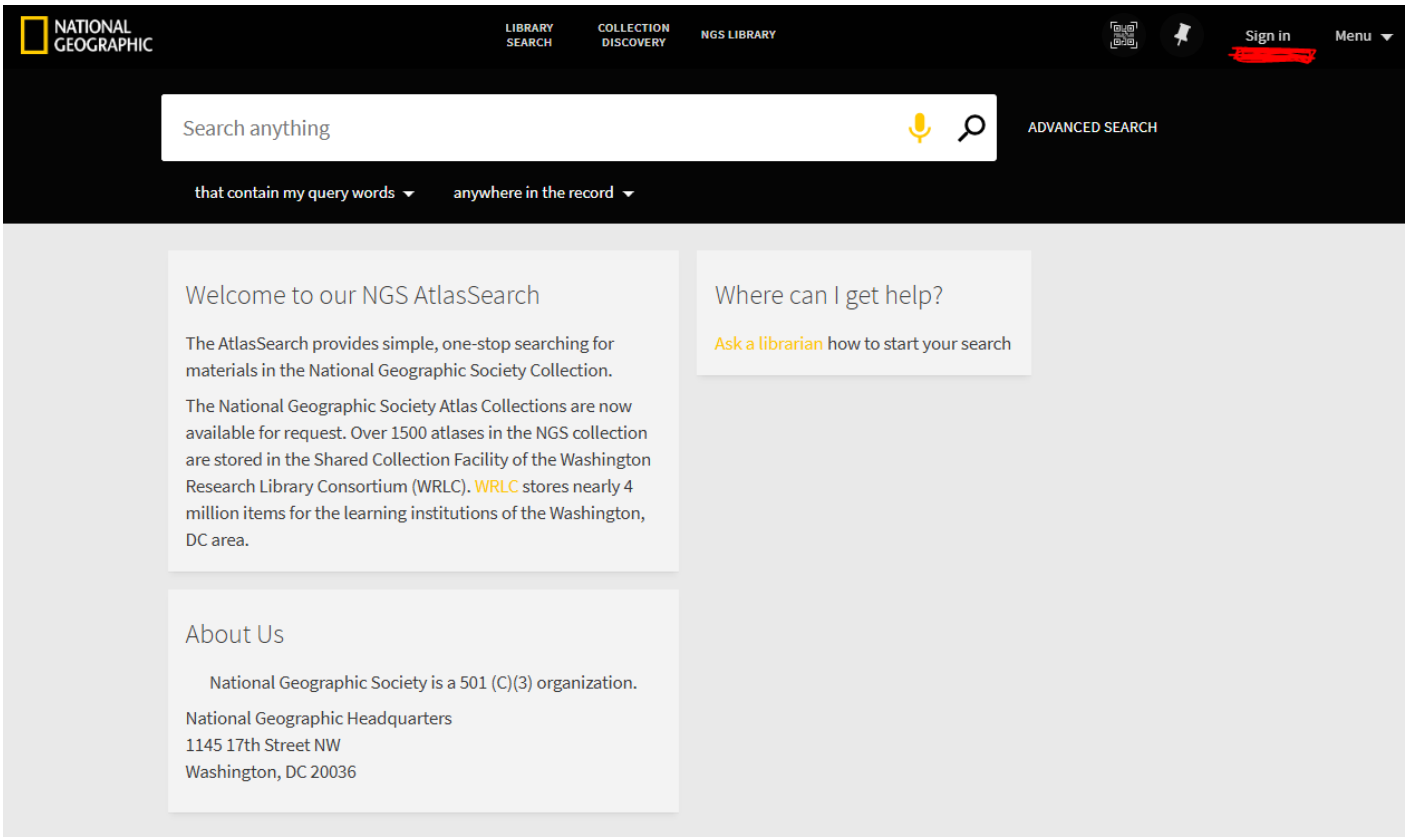
Affiliate libraries of WRLC, such as National Geographic, place and receive requests only for their own institution’s materials stored at the Shared Collections Facility (SCF); they cannot request items from WRLC member institutions, and WRLC members cannot request theirs.

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.

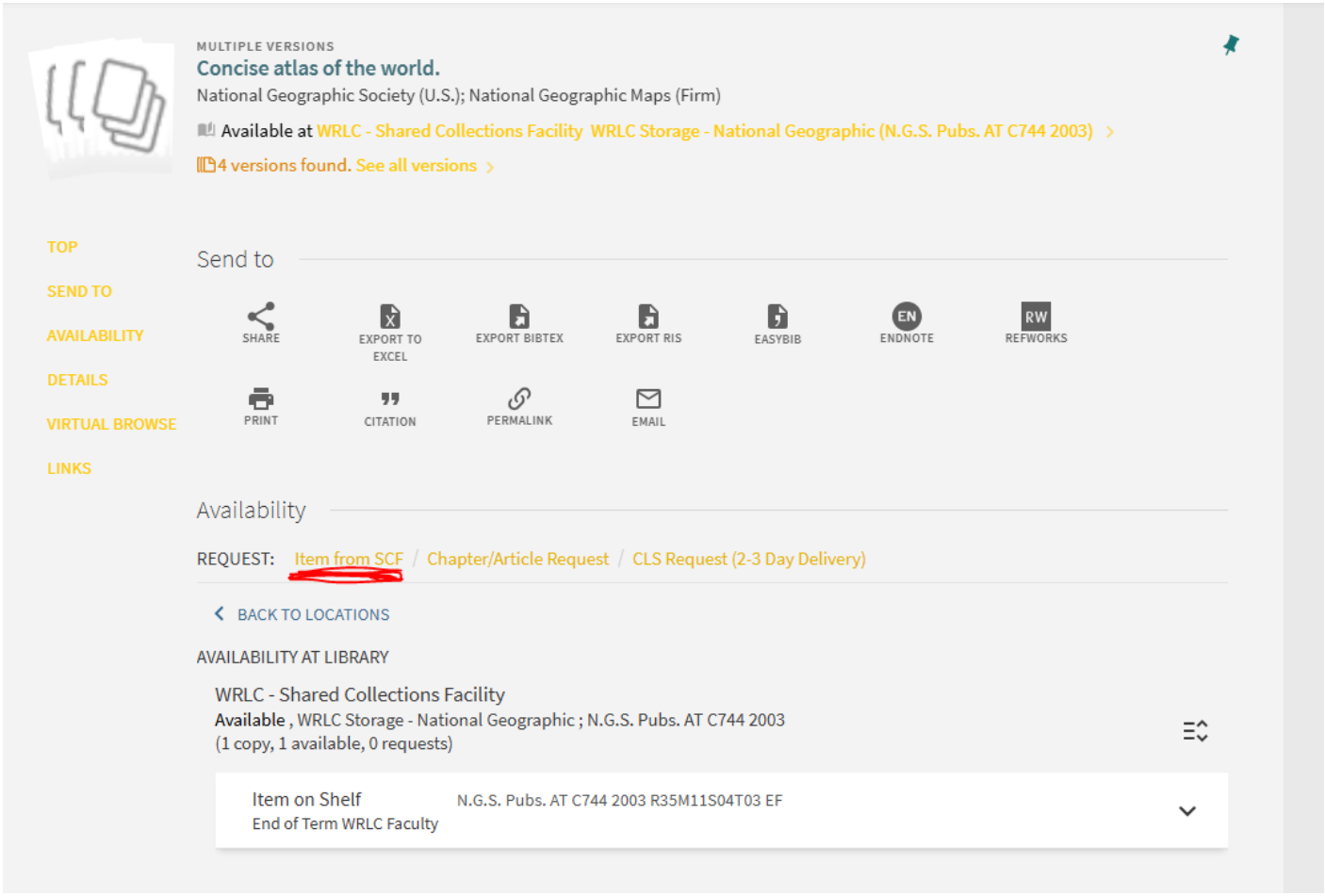
- Requesting in Primo
- Requesting in the Shared Collections Facility Alma

Requesting in Primo

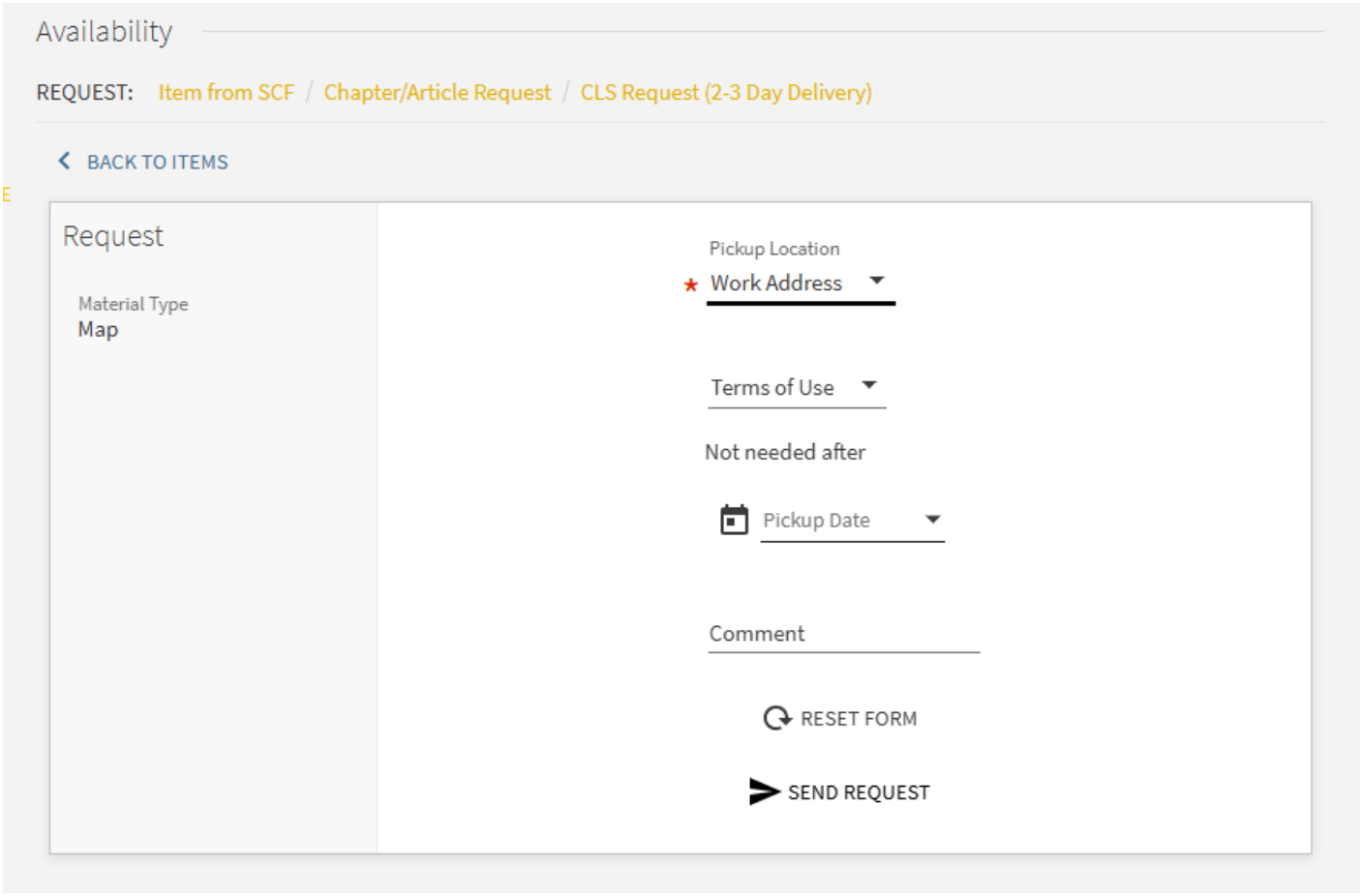
- Go to your affiliate library's ***Primo***
- Click on the top-right ***Sign In*** link to sign into the system (you will have been given login credentials by WRLC)



- 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



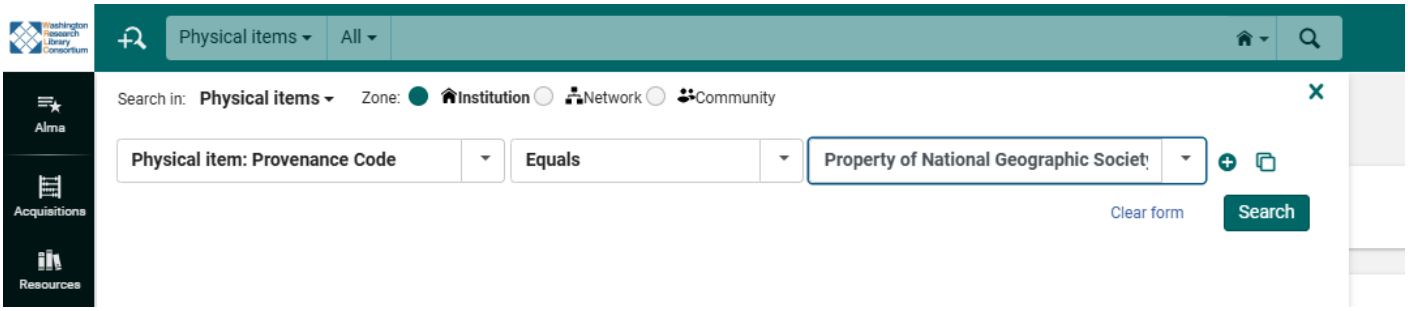
- In the Request form, choose ***Work Address*** for the ***Pickup Location***
- Choose ***Send Request***



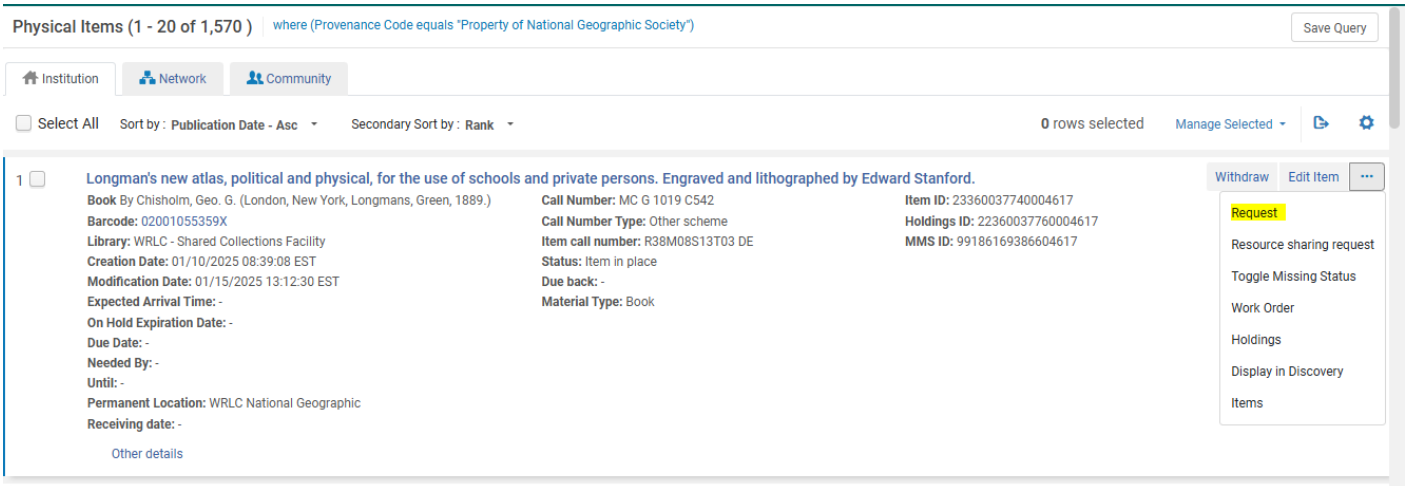
- The item will then arrive at your library in 1-2 business days

Requesting in the Shared Collections Facility Alma

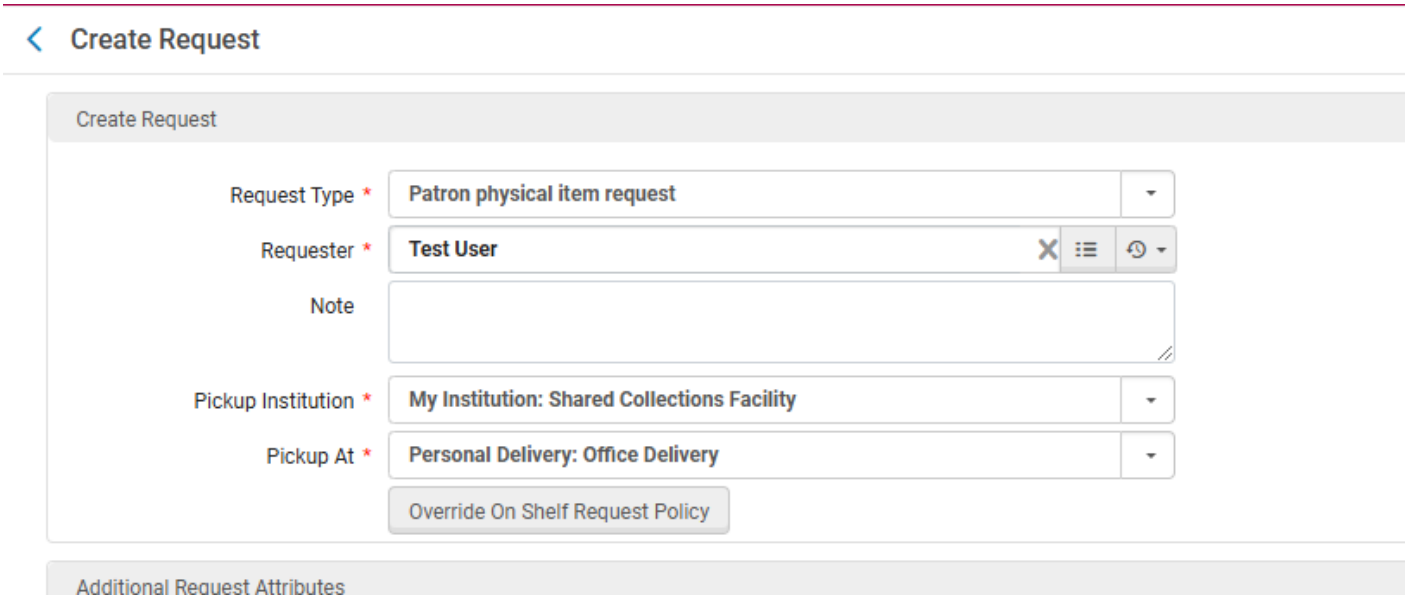
- Log into the Shared Collections Facility Alma (a link will have been given to you by WRLC)
- Once you are logged in, search for the item you wish to request. You can limit your search to only your library's items by creating an advanced search of ***Physical Items*** that have a ***Provenance Code*** of ***Property of [Affiliate Library]***



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



- 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***



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