

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. The search bar contains "Physical items" and "All". The search criteria are set to "Physical item: Provenance Code" equals "Property of National Geographic Society". The search zone is set to "Institution". The search button is labeled "Search".

- 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 search criteria are "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 is open, showing the "Request" option highlighted.

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: -	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
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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

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

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