

## How Library Stuff Works Videos: How to Request an Item

You just found the perfect book for your paper but dang, someone has checked it out.

Just request it. You will be the next in line to get the book.

Step one – from the library catalogue, click – request this.

Step two – then enter your Mac ID and password or your barcode and pin. Your barcode is found on the back of your MacID.

Step three – finally, click on submit request.

How long does it take to get your requested book?

This is a good question and one that is tricky to answer.

The person that has the book is given 14 days from the original loan date or 5 days from the request date, whichever is longer, in which to return the book.

The problem is you don't know when the book was checked out.

The best advice here is to start your research early, or ask the front desk. We're always happy to help.

You will receive an email notification when your book is ready for pick-up.

The email will also indicate which library to go to, to pick up your book.

Just pop by the front desk to pick it up.