

**HOW TO REQUEST ITEMS FROM WESTERN LIBRARIES
FOR COURSE RESERVES IN THE GRADUATE RESOURCE CENTRE (GRC)**

– Revised April 2016 –

- 1) Begin at the Western Libraries homepage (www.lib.uwo.ca);
- 2) Search the *Shared Libraries Catalogue* (<http://alpha.lib.uwo.ca/>) for the item(s) you wish to request;
- 3) If your search produces multiple search results, click on the title for the item you would like to request (e.g. select correct edition, date of publication, etc.);
- 4) Once you arrive at the item record for the book you wish to request, click on the 'Mark Items' button, located immediately above the search box;

N.B. If you wish to request additional items, repeat steps 2) through 4) until you have located and selected 'Mark Item' for each and every resource that you would like to request for course reserve;
- 5) When you have finished searching and marking items, click on the 'View Marked Items' button, located immediately above the library location drop-down menu;
- 6) Review 'Your List of Saved Records' to ensure that all of the items that you wish to request for course reserve are included in the list;
- 7) In the 'Format of List' column, select 'Full Display';
- 8) In the E- mail "Mail to" field, enter fimsreserves@uwo.ca;
- 9) In the 'Subject' field, enter the course number and course instructor (e.g. JOU 9739, Doyle);
- 10) Click 'Submit'.

If you have any questions or require assistance, please contact:

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