Requesting Items

You can request items directly through USearch, the library’s online catalog. You can request items to be placed on the hold shelf (pages 1 and 2), and you can request items to be scanned (pages 3-4). You can also request from multi-volume and non-circulating items (page 5).

Requesting Items for the Hold Shelf

The library will place items on the hold shelf for you. You can request items from the Styberg Library and any of the Northwestern libraries. These steps will guide you through how to do this.

1. Search for an item at https://library.garrett.edu/usearch.
2. Open the item record by clicking on the title.

3. Once the item record opens, sign in to your account. To sign in, select Northwestern Users and enter your NetID (e.g., abc1234).
4. After you sign in, request options should display in the Get It section. To request the item to be placed on the hold shelf, click on the Request link.

![Request Options](image)

5. Select Styberg Library as the Pickup Location. (Notes are not required.) Then, click on the Send Request button.

![Send Request](image)

You will receive an email notice when your item is ready for pickup. You can retrieve your item at the Circulation Desk. Please note, items for Northwestern will take longer to arrive.
Requesting Items to Be Scanned

The library will scan items for you. You can request items from the Styberg Library and any of the Northwestern libraries. These steps will guide you through how to do this.

1. Search for an item at [https://library.garrett.edu/usearch](https://library.garrett.edu/usearch).

2. Open the item record by clicking on the title.

3. Once the item record opens, sign in to your account. To sign in, select Northwestern Users and enter your NetID (e.g., abc1234).
4. After you sign in, request options should display in the Get It section. To request the item to be scanned, click on the Scan Request link.

5. Enter your scan request details, such as the chapter/article title and author(s) as well as page numbers. Check the copyright notice. Then, click on the Send Scan Request button.

Your request will be sent to you as an email attachment. Scan requests are processed as soon as possible and will be sent within a few days.
Requesting from Multi-Volume Works

If you want to request a multi-volume work, like a journal, you will likely need to click on the holdings information to see the Request and Scan Request links after you log in.

Once you click on one of the holdings information, the request options should appear.

Then, you can follow the request procedures as outlined above.

Requesting from Non-Circulating Items

If an item does not circulate from the library, like a Reference book, you will only be able to place a scan request. If you need to check out one of these items, please contact us.