

## Requesting Local Items on a Patron's Behalf

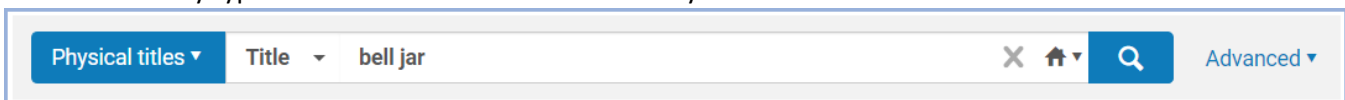
Alma video: [Physical Item and Move Requests](#)

Requests in Alma can be Title-level or Item-level requests. If a patron wants one specific copy (for example, they might only want the one copy we have with the author's signature in it), then the request should be an Item-level request. Item-level requests can only be placed in Alma, not Primo.

However, most requests will be Title-level requests, meaning that any copy of the Title could fill the request. For instructions on how to do this, see the section immediately below. For instructions on making Item-level requests, see the section "Item-Level Request".

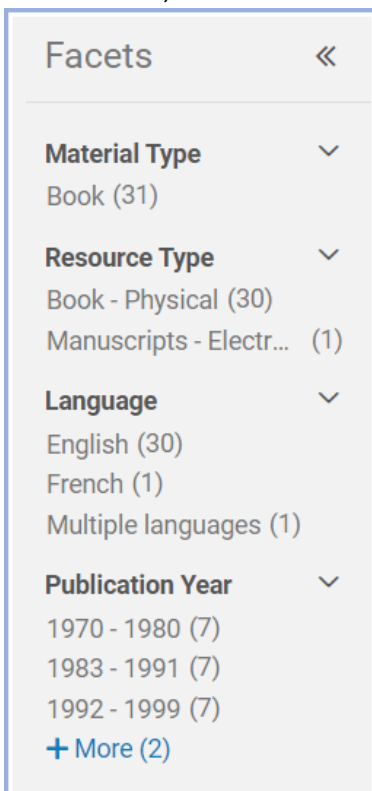
### Title-Level Request

1. Use the persistent search box at the top of the page to find the item that the patron needs. Make sure that the search entity type on the left side is "All titles" or "Physical titles".



Physical titles ▾ Title ▾ bell jar X Home ▾ Q Advanced ▾

2. If desired, use the facets in the left sidebar to narrow down your search.



Facets <<

**Material Type** ▾  
Book (31)

**Resource Type** ▾  
Book - Physical (30)  
Manuscripts - Electr... (1)

**Language** ▾  
English (30)  
French (1)  
Multiple languages (1)

**Publication Year** ▾  
1970 - 1980 (7)  
1983 - 1991 (7)  
1992 - 1999 (7)  
[+ More \(2\)](#)

3. Any facets you select will appear at the top of the list of titles. If you want to remove a facet, click the “X” in the circle to the right of that facet.

The screenshot shows a search interface for 'Physical titles' with the search term 'bell jar'. The facets section on the left lists 'Material Type' (Book (7)) and 'Publication Year' (1992 (1), 1994 (1), 1996 (1), 1997 - 1999 (4)). The search results section shows 'Physical Titles (1 - 7 of 7)' and a 'Save Query' button. The search filters at the top include 'Resource Type : Book - Physical', 'Language : English', and 'Publication Year : 1992 - 1999'. The search result for 'The bell jar / Sylvia Plath ; foreword by Frances McCullough ; biographical note by Lois Ames ; drawings by Sylvia Plath.' is displayed with details such as 'Language: English', 'MMS ID: 9949436353405899', and 'ISBN: 0060930187 and 9949436353405899'.

4. When you find the correct entry, check to make sure there is an available copy, since it is possible to place a request in Alma even if there are no available copies of that title.

**Note:** Click the word "Physical" at the bottom of the entry to show additional availability details. In the example below, two of the Location listings have “-nc” at the end to indicate “non-circulating”. Additionally, the “Requests: 1” means that there is already one active request on this Title (the number after the word “Requests” is a link that can be clicked to bring up more details about any requests). If no UIUC copies are currently available for requesting, check if it’s possible to request an I-Share copy instead.

The screenshot shows a search result for 'More rootabagas / stories by Carl Sandburg ; pictures by Paul O. Zelinsky ; collected and with a foreword by George Hendrick.' The details include 'Language: English', 'ISBN: 0679800700 and others', 'Record number: 1868904-01carli\_network', and 'Requests: 1'. The 'Physical (3)' link is highlighted. Below the details, a table shows '3 Holdings | 3 of 3 items are available' with columns for Library, Location, Call Number, Accession Number, Item Availability, and Related Record.

Library	Location	Call Number	Accession Number	Item Availability	Related Record
CCB	cbx-nc	S.SA56M1993	-	● 1 of 1 Available	-
MAINSTACKS	stx	813 SA541M	-	● 1 of 1 Available	-
RBML	rbx-nc	SANDBRG813SA541M	-	● 1 of 1 Available	-

5. If there is at least one available UIUC copy, click the “...” button in the upper right corner of the entry and select “Request”.

7 **The bell jar, a novel of the fifties / Linda Wagner-Martin.** Edit Record Holdings ...

**Book** By Wagner-Martin, Linda. (New York : Twayne ©1992.)

**Language:** English

**MMS ID:** 9935453003

**Subject:** Bell jar (Plath, Sylvia) Plath, Sylvia–1932-1963–The bell jar Plath, Sylvia.–Bell jar. and others

**ISBN:** 0805780912 and others

**Record number:** 1816194-01 carli\_network

**Series:** Twayne's masterwork studies ; no. 98.

**Modification Date:** -

**Creation Date:** 09/10/2019 04:29:27 CDT

Physical (1) Other details

- Items
- Request**
- Publishing information
- Linked Data
- Add Reminder
- Display in Discovery

6. In the “Request Type” drop-down menu, select “Patron physical item request”.

< Create Request Cancel Submit

The bell jar, a novel of the fifties / Linda Wagner-Martin. ▼

**Institution** University of Illinois at Urbana-Champaign (UIU) –Champaign and Urbana, IL

Create Request ▼

Request Type \*  ▼

- Booking request
- Move permanently
- Move temporarily
- Patron digitization request
- Patron physical item request**
- Staff digitization request

7. Selecting this option will expand the screen with more options to complete the request.

The bell jar, a novel of the fifties / Linda Wagner-Martin. ▼

**Institution** University of Illinois at Urbana-Champaign (UIU) —Champaign and Urbana, IL

**Create Request** ▼

Request Type \* **Patron physical item request** ▼

Requester \*  ⋮ ↺

Note

Pickup Institution \* **My Institution: University of Illinois** ▼

Pickup At \* ▼

**Additional Request Attributes** ▼

Material Type ▼

Date Needed By  📅

Loan Period ▼

8. Scan the patron's ID in the "Requester" field.

**Create Request** ▼

Request Type \* **Patron physical item request** ▼

Requester \*  ⋮ ↺

Note

9. If the patron's name does not appear in the "Requester" field, click that field to put your cursor in it. Then hit the "Enter" key. Once the patron's name appears in the "Requester" field, you can continue.

**Create Request** ▼

Request Type \* **Patron physical item request** ▼

Requester \* **Fish, Stackles** ✕ ⋮ ↺

Note

10. If the requested item is part of a series, select an option in the Description field to indicate which item in the series is being requested.

The New Yorker.

Create Request

Request Type \* Patron physical item request

Cataloged items  Another issue

Requester \* Snape, Severus - FACULTY - 2011

Year

Volume

Description \* Look-up or select

Note

- v. 94, no. 43 (2019)
- v. 94, no. 44 (2019)
- v. 94, no. 45 (2019)

Pickup Institution \* v. 94, no. 45 (2019)

11. Ask the patron where they would like to pick up the item, then select that option from the “Pickup At” drop-down menu. **Note:** Some items can only be picked up at certain locations, so the drop-down menu for the “Pickup at” field may only show those locations.

Create Request

Request Type \* Patron physical item request

Requester \* Fish, Stackles

Note

Pickup Institution \* My Institution: University of Illinois at Urb:

Pickup At \* Look-up or select

- No Campus : Main Stacks
- No Campus : SSHEL
- No Campus
- Architecture and Art Library
- Chemistry Library
- Communications Library
- Funk ACES Library
- Grainger Engineering Library
- History, Philosophy and Newspaper Library
- International and Area Studies Library

Additional Request

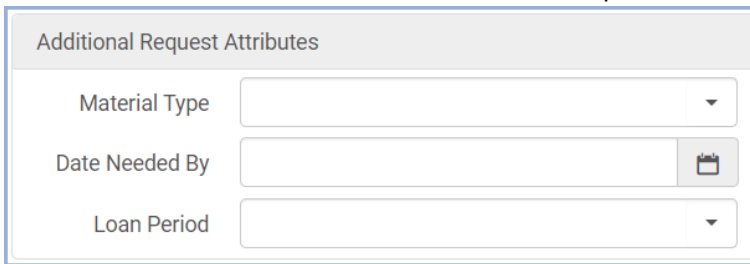
Material Type

Date Needed By

Loan Period

ExLibris  
a ProQuest Company

12. You can also select options in the “Additional Request Attributes” section, but be aware that adding these limits may mean that Alma would be unable to fill the request.



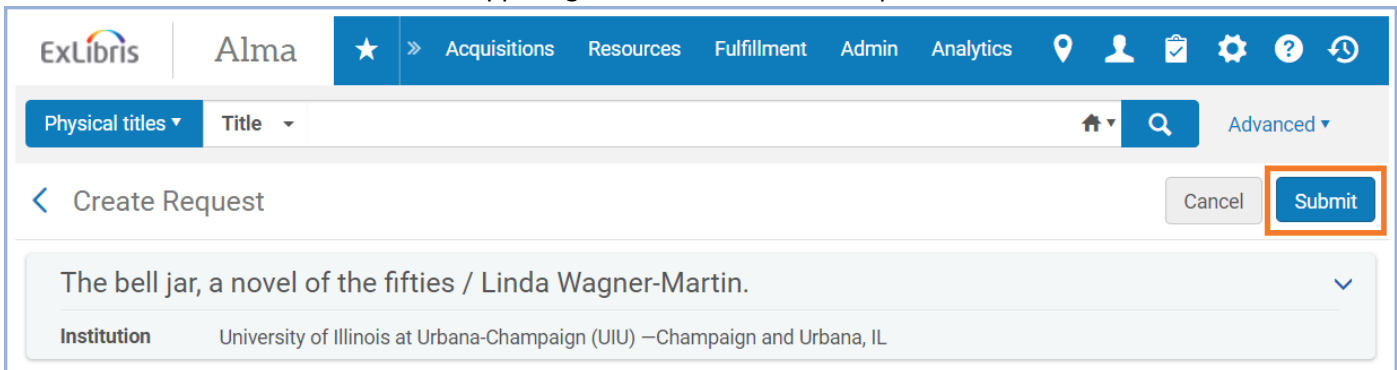
Additional Request Attributes

Material Type

Date Needed By

Loan Period

13. Click the “Submit” button near the upper right corner to finish the request.



ExLibris | Alma

Acquisitions Resources Fulfillment Admin Analytics

Physical titles Title

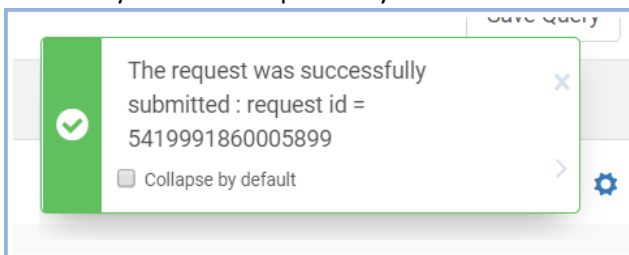
Create Request

Cancel Submit

The bell jar, a novel of the fifties / Linda Wagner-Martin.

Institution University of Illinois at Urbana-Champaign (UIU) –Champaign and Urbana, IL

14. The system should provide you confirmation that the request has been placed.

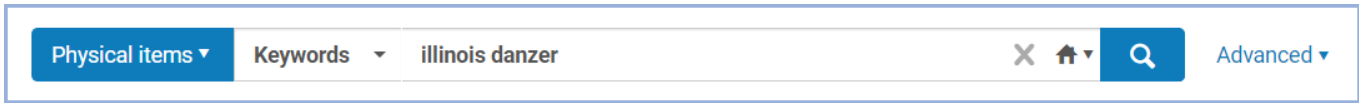


The request was successfully submitted : request id = 5419991860005899

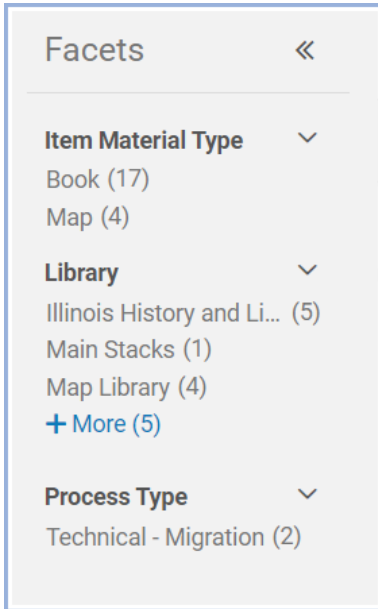
Collapse by default

## Item-Level Request

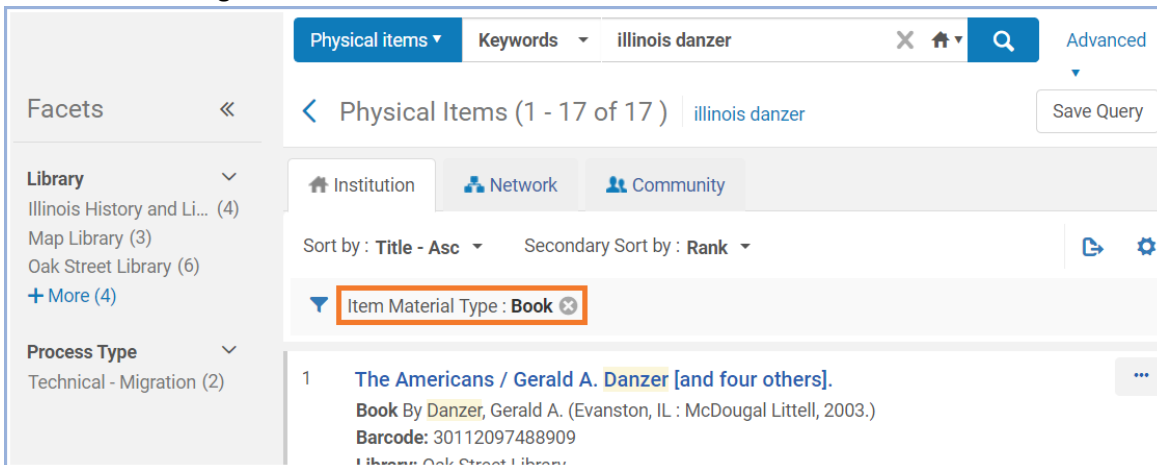
1. Use the persistent search box at the top of the page to find the item that the patron needs. Make sure that the search entity type on the left side is “Physical items”.



2. If desired, use the facets in the left sidebar to narrow down your search.



3. Any facets you select will appear at the top of the list of items. If you want to remove a facet, click the “X” in the circle to the right of that facet.



4. When you find the specific item that the patron wants, check to see if it's available, since it is possible to request an item in Alma even if isn't available.

**Note:** Some signs that an item is *not* available for requesting include:

- Process Type of "Loan", "Lost", "Missing", or "Hold Shelf"
- Status of "Item not in place"
- Item Policy of "BOOK NOCIRC"
- The word "Requests" followed by a number

<p><b>The cat in the hat / by Dr. Seuss.</b></p> <p>Book By Seuss, (New York : Random House 2007, c1986.)</p> <p>Barcode: 30112082696854</p> <p>Library: SSHEL</p> <p>Creation Date: 09/10/2019 07:54:05 CDT</p> <p>Modification Date: 03/04/2020 16:36:46 CST</p> <p><b>Process type: Loan</b></p> <p>Expected Arrival Time: -</p> <p>On Hold Expiration Date: -</p> <p>Call Number: SE. Se81c2007</p> <p>Call Number Type: Other scheme</p> <p><b>Status: Item not in place</b></p> <p>Due back: -</p> <p>Item Policy: BOOK2</p> <p>Material Type: Book</p>	<p><b>The cat in the hat comes back! By Dr. Seuss.</b></p> <p>Book By Seuss, ([New York] Beginner Books [c1958])</p> <p>Barcode: 38888122018348</p> <p>Library: Rare Book and Manuscript Library</p> <p>Creation Date: 09/10/2019 17:30:59 CDT</p> <p>Modification Date: 09/10/2019 17:33:10 CDT</p> <p>Expected Arrival Time: -</p> <p>On Hold Expiration Date: -</p> <p>Due Date: -</p> <p>Call Number: SE. G27ca</p> <p>Call Number Type: Other scheme</p> <p>Status: Item in place</p> <p>Due back: -</p> <p><b>Item Policy: BOOK NOCIRC</b></p> <p>Material Type: Book</p>
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<p><b>The cat in the hat song book, by Dr. Seuss. Piano score and guitar chords by Eugene Poddany.</b></p> <p>Music By Seuss, (New York, Random House ©1967.)</p> <p>Barcode: 30112010891833</p> <p>Library: SSHEL</p> <p>Call Number: Q. S.782.42 G277C</p> <p>Call Number Type: Other scheme</p> <p><b>Requests: 1</b></p> <p>Item ID: 23475006020005899</p> <p>Holdings ID: -</p>	<p>Request</p> <p>Work Order</p> <p>...</p>
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5. If the item is available, click the "Request" button in the upper right corner of the entry.

Physical Items (1 - 17 of 17) | illinois danzer Save Query

14	<p><b>Illinois : a history in pictures / Gerald A. Danzer.</b></p> <p>Book By Danzer, Gerald A., (Urbana : University of Illinois Press, [2011])</p> <p>Barcode: 30112099403328</p> <p>Library: Oak Street Library</p> <p>Creation Date: 09/09/2019 19:41:28 CDT</p> <p>Modification Date: 09/09/2019 19:42:19 CDT</p> <p>Expected Arrival Time: -</p> <p>On Hold Expiration Date: -</p> <p>Due Date: -</p> <p>Needed By: -</p> <p>Until: -</p> <p>Permanent Location: Stacks Request Online</p> <p><a href="#">Other details</a></p>	<p>Call Number: 977.3 D238il</p> <p>Call Number Type: Dewey Decimal classification</p> <p>Status: Item in place</p> <p>Due back: -</p> <p>Item Policy: BOOK 16/4 WKS</p> <p>Material Type: Book</p>	<p>Item ID: 23334554970005899</p> <p>Holdings ID: 22334554980005899</p> <p>MMS ID: 9965440973405899</p>	<p><b>Request</b></p> <p>Work Order</p> <p>...</p>
15	<p><b>Illinois : a history in pictures / Gerald A. Danzer.</b></p> <p>Book By Danzer, Gerald A., (Urbana : University of Illinois Press, [2011])</p> <p>Barcode: 30112103494206</p> <p>Library: Undergraduate Library</p>	<p>Call Number: F541 .D24 2011</p> <p>Call Number Type: Library of Congress classification</p> <p>Status: Item in place</p>	<p>Item ID: 23334554990005899</p> <p>Holdings ID: 22334555010005899</p> <p>MMS ID: -</p>	<p>Request</p> <p>Work Order</p> <p>...</p>

6. From here, follow steps 6. through 14. in the "Title-Level Request" section above.