Guide to placing requests for items held at the University Collections Facility

Please note, due to storage limitations at Library Helpdesks, we cannot normally send more than five physical items for consultation any one time.

Before you search DiscoverEd for the titles you are interested in, you may want to sign in. You only need to sign in once and you can do so at any time. Alternatively, you can search DiscoverEd as a guest.

To sign in, click Sign in to DiscoverEd at the top right corner of the homepage.

UoE Members with a MyEd account can choose EASE Users. You will then be taken to EASE, the University's authentication service, where you can sign in.
Those without a MyEd account can choose non-EASE Users where you will be asked to enter your library number and password.

**Requesting Items**

1. **DiscoverEd** will quickly and easily search across many of our collections (both in print and online). To check if a physical version of the title you want is available, click on the item.
2. Within the record, the **Available at** field will advise where the item is being stored.

3. You can choose to refine your search results by using the facets on the left-hand side of the page. To only see items held at the UCF, select **University Collections Facility** from under the **Library** option.
4. If the item you require is stored at the University Collections Facility, you can request delivery to an alternate library site by clicking the Request button next to the Request Options heading.

Note: If you have not already signed in, you will need to do so before you can see your request options. Choose Sign-in to request print material and to access online resources.
5. For books, you can select the type of loan if there is more than one type available (e.g. short loan). You must also select the **Pickup Location**, which you can choose from a drop-down menu.

6. You also have the option to choose a date by which you will no longer require the book.
7. For books, you need not enter any additional text, although you may wish to provide a comment here. When you are ready, press **Request**.

8. For journals and multi-volume parts, you can select a pre-existing item or request an issue which is unlisted.

9. For pre-existing items:
   a. Select **Request** next to the volume or issue you want.
   OR
   b. Choose the volume from the drop-down menu underneath the holding location and press **Request**.
10. For items that do not appear on the drop-down menu, you can select Request a different issue.

Find it in Library

REQUEST OPTIONS: Request a different issue

<table>
<thead>
<tr>
<th>Year</th>
<th>All</th>
<th>Volume</th>
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Hide Details

from: 1st ser.
v.2
no.1 (May 1982)-v.2
no.44 (Dec. until: 1st ser.
v.2
no.1 (May 1982)-v.2
no.44 (Dec.

11. Enter details of the volume or part required in the comment box and then use the drop-down menu to select the library you would like the item to be delivered to. You can also add a Not Needed After date.
12. When you have entered all the details, press Request. You should see a notice informing you if your request has been successful.

13. If you now click on My Account at the top-right of the page, you can track the status of your request.

14. Select Requests from the centre pane. You will see a List of Requests, including information about the item, status and the Pickup Location. You can cancel any of your requests from this screen.

15. Details on expected delivery times are available on our website:


16. If you have any further questions or queries about the retrieval process you can enquire at any of the Library Helpdesks or email us on IS.Helpdesk@ed.ac.uk