

General Description

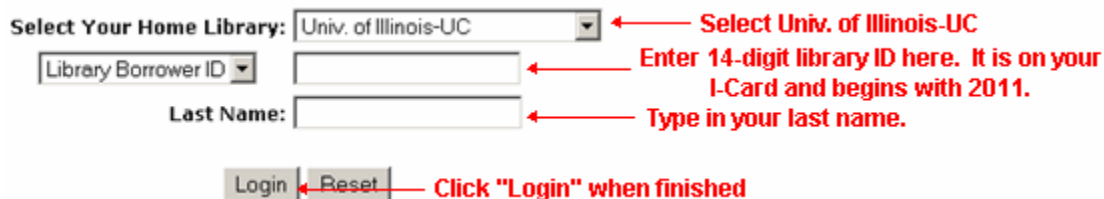
UIUC patrons can place online requests for circulating and available materials held anywhere in the University Library through the Online Library Catalog. Undergraduate students must designate a library pick-up location. Faculty, staff, and graduate students can either designate a library pick-up location or, if they have a campus address, request delivery through campus mail to their campus address.

Accessing the Online Library Catalog

To access the Online Library Catalog, go to <http://www.library.uiuc.edu/catalog/>

Requesting Items

1. Locate the record for the item you wish to request.
2. Confirm that the item is available and circulates.
3. Click the *Request* button found on the right side of the tool bar on the top of the screen.
4. Complete the form as follows:



Select Your Home Library: ← **Select Univ. of Illinois-UC**

Library Borrower ID ← **Enter 14-digit library ID here. It is on your I-Card and begins with 2011.**

Last Name: ← **Type in your last name.**

← **Click "Login" when finished**

5. At the next screen, click *OK*.

6. Fill out the online request form as follows:

Library Catalog Request: Request first available UIUC copy	
Title:	Journal. American Academy of Actuaries.
Instructions:	Search and order by completing form, choose a pickup site. Only Faculty, Staff, and Graduate Students may select the pickup location of Campus Mail (offices only).
<input checked="" type="radio"/> Select a local item:	v.13(1987) c. 1 ← If the item you want has more than one volume, select the volumes you want.
<input type="radio"/> Specify an item (not listed above):	
Choose pick-up library:	UIUC MAIN STACKS DESK ← Choose the pick-up location. (Only faculty, staff and graduate students with a campus address may select the UIUC Campus Mail delivery option.)
Library Borrower ID:	<input type="text"/> ← Enter your 14-digit library ID here. It is on your I-Card and begins with 2011.
Staff Use Only:	<input type="text"/>
<input type="button" value="Submit Request"/> <input type="button" value="Clear Form"/> ← Click "Submit Request" when finished.	

7. The next screen should state: *Your request is now in process.* If you do not receive this message, please contact the Library Telephone Center (217-333-8400) for assistance.
8. You will receive notification via e-mail when the item is available for pickup. If you selected UIUC Campus Mail delivery, you will receive the item in your campus mailbox. If your request cannot be filled, you will be notified via e-mail.

Managing Requests

After placing a request, the status of the request can be seen in *My Account/Renew Books*, which is a button at the top of the UIUC catalog. You can also get to your library account by going to the Library Gateway (www.library.uiuc.edu) and selecting the link – *My Library Account*. In your library account, if an item is ready for you to pick-up, the pick-up location will be listed. If you want to cancel a request, check the box to the left of the title and then click *Cancel Selected Requests*.

Requesting Assistance

Questions? Please visit “Ask A Librarian” at <http://www.library.uiuc.edu/askus/> to find out how to contact us in person, via phone (217-333-2290), e-mail (reflib@uiuc.edu), or chat. If you need assistance with requesting, please contact the Library Telephone Center at 217-333-8400.