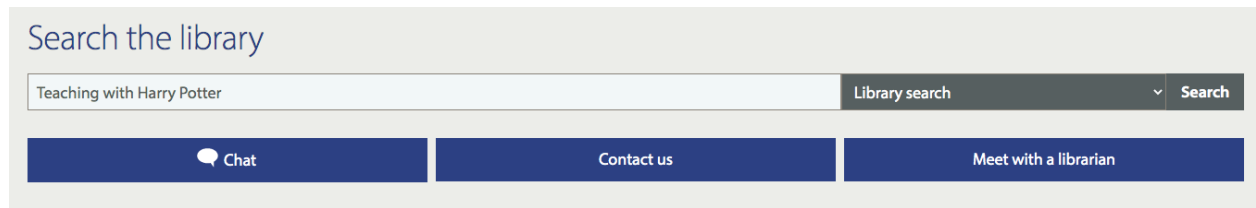
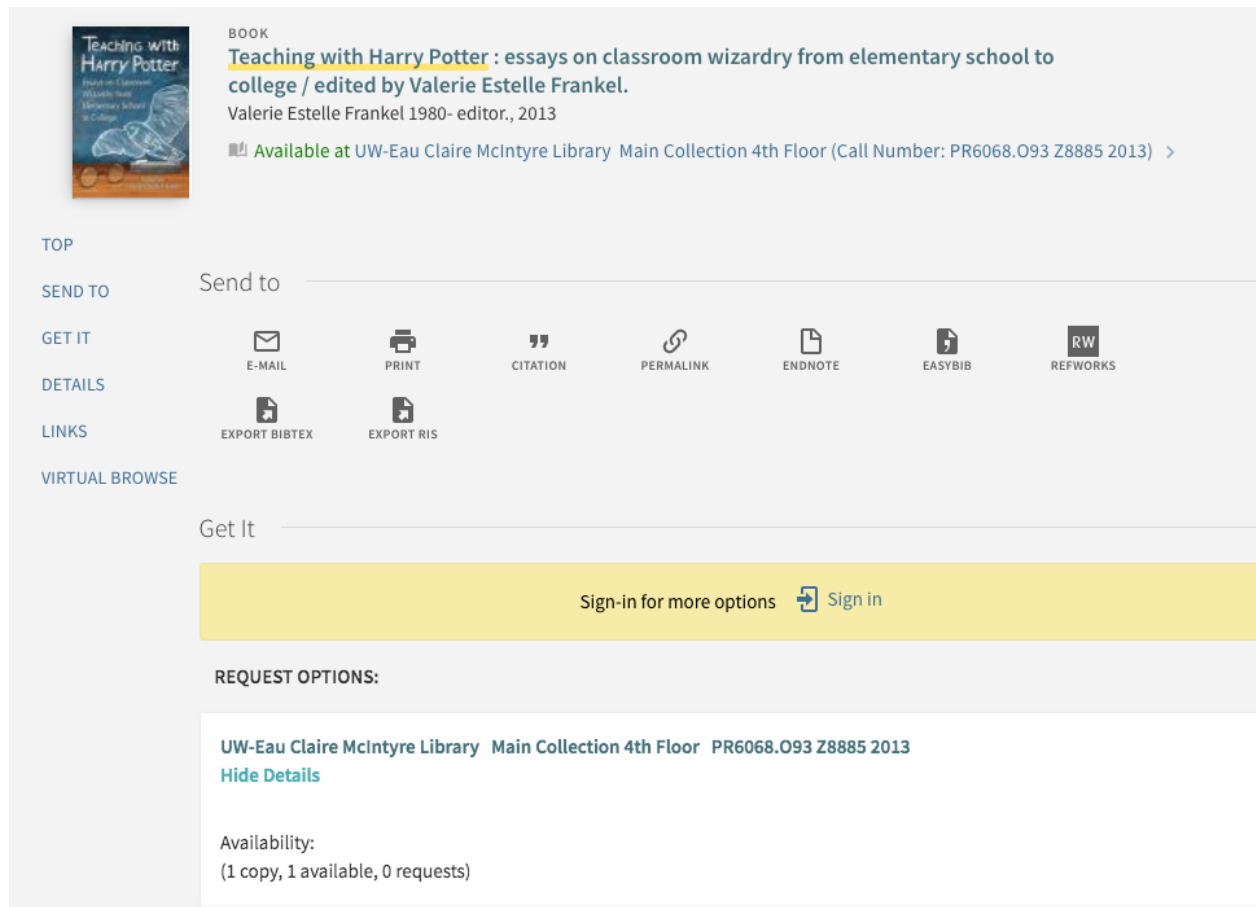


1. Go to library homepage, and scroll down to “Search the Library”



2. Type in the title that you are looking for in the search box and click “search”
3. On the results page, limit the results under “Library Name” to “UW-Eau Claire McIntyre Library”
4. Locate the book you are searching for and click on the title. This will bring up the details on the item.
5. On the item page, confirm that the item is available.
6. If item is available, “Sign-in” using your University credentials



7. After signing in, click on “Local Request” to request item.

Get It

REQUEST OPTIONS: [Local Request](#)

UW-Eau Claire McIntyre Library Main Collection 4th Floor PR6068.O93 Z8885 2013

[Hide Details](#)

8. This will bring up a details form.
 - a. On this form, choose “UW-Eau Claire McIntyre Library” as the Pickup Location.
 - b. For the “Comment” section, type “Curbside Pickup”.
 - c. Click on “Local Request” to submit the request

Get It

Details of title you requested:

Pickup Location: * ▼

Comment:

CANCEL

LOCAL REQUEST

9. A confirmation message will display when the request has been successfully submitted.

Get It

Your request was sent.

You will receive an email if we are unable to fulfill your request (in which case you can still request the item via interlibrary loan).. Place in queue is 0

[Refresh for available options list](#)

10. When the library staff have processed the request and the book is ready to pick up, the library staff will send you an email to schedule a pickup time.