1. When you see a book is located in our Offsite Depository or is “In Process,” click or scroll down in the catalog record to **AVAILABILITY**: 

![Image of the catalog record with the Availability section highlighted]

2. Sign in to your library account with your Tulane credentials: 

![Image of the library account sign-in page]
3. Once you’re signed in, the REQUEST DELIVERY button will appear. Click on it.

4. Select the copy, pick-up location, and last interest date and click SEND REQUEST.

5. **YOU WILL RECEIVE AN EMAIL WHEN YOUR BOOK IS READY TO PICK UP AT THE CIRCULATION DESK ON THE 1ST FLOOR OF HOWARD-TILTON MEMORIAL LIBRARY.**

   **IF YOU ARE LOCATED OUTSIDE NEW ORLEANS, BUT ARE IN THE U.S., YOUR REQUEST CAN BE EMAILED TO YOU.** [DETAILS HERE](#).