

Requesting Books from Restricted Areas

24 HOUR TURNAROUND

Using the **classic catalog** to request books from restricted areas:

- 1 Click on **Make a Request** in the blue box on the righthand side. Sign in with your Splash Card number and last name.

The screenshot shows the classic catalog interface for the book 'British history, 1660-1832 : national identity and local culture /'. The right-hand side features a blue box with a 'Make a Request' button circled in red. Below the button are options for 'Export', 'E-mail', and 'Add to My List'. A 'Google Books' section is also visible.

- 2 Then click on **Get a book from another Tulane library**.

The screenshot shows the 'Select the type of request you would like to make' screen. The option 'Get a book from another Tulane Library (9987 available)' is circled in red.

- 3 If there is more than one copy of the book, choose a copy.

The screenshot shows the 'Get a book from another Tulane Library' form. The 'This Copy' dropdown menu is circled in red, showing the selection 'c1 R010903360 HT Stacks'. The 'Pick Up At' dropdown menu is also circled in red, showing the selection '*Howard-Tilton Circ Desk'. There are 'Submit' and 'Cancel' buttons at the bottom.

- 4 Choose **Howard-Tilton Circ. Desk** as pickup location.

Using **SearchAll** to request books from restricted areas:

The screenshot shows the SearchAll interface for the same book. The 'Request' button in the details section is circled in red. The 'Select copy' dropdown menu is also circled in red, showing the selection '*Howard-Tilton Circ Desk'. The 'Pickup Location' dropdown menu is circled in red, showing the selection '*Howard-Tilton Circ Desk'. There are 'Submit' and 'Cancel' buttons at the bottom.

- 1 Click on **Request** in the blue box on the righthand side. Sign in with your Tulane username and password.
- 2 If there is more than one copy of the book, choose a copy.
- 3 Choose **Howard-Tilton Circ. Desk** as pickup location.