



Do It Yourself@Gelman

Request Items (Consortium)

Use it for: Requesting books and articles, not available at Gelman, from the Consortium Libraries.
Why use it? Because you can get books and articles for free in 2-4 business days.

You're searching the catalog and you found a book that is not at GW but is available at another university or another GW campus. Here's how you can get it!

Step 1

Click on the title of the book that you would like to have sent. The catalog record screen appears.

Step 2

Look at "Status" under "Availability" to make sure that the book is not checked out.

Step 3

Click on the link "Request through Consortium Loan Services." In the new window log onto ALADIN.

First time user? Log onto **MyALADIN** to make sure that your email address is updated. If it isn't, click on "Edit" next to the email.

Step 4

On the request form, select the library where you would like to pick-up the book. Under "University ID" type your GWid or GWorld card barcode. Click "Submit Request."

Step 5

A confirmation message appears. You will receive an email when your book arrives; you can pick it up at the circulation desk.

Step 6

When you are done with the book, return it at Gelman or any of the other libraries.

#&*%!

Can't tell if the book is available?

To check if a book at GM or GT is available, in the catalog record click on the URL link (**George Mason or Georgetown Holdings**). If the book is not checked out, click the back arrow and make the request (see Step 3).

Need Help?

- **Gelman Library CLS**
<http://www.gwu.edu/gelman/service/circulation/cls/>
Tel.: 202-994-1306
E-mail: libcls@gwu.edu
- **Gelman Library Reference Desk**
<http://www.gwu.edu/gelman/ref/askus.cfm>
Tel.: 202-994-6048
E-mail: refdesk@gwu.edu

Did You Know?

Your article may be available online. Check the **E-Journals** link on the Gelman homepage to find out!

If you need help, use the **E-Journals DIY@Gelman**.