



# Do It Yourself@Gelman

## Request Items (Off-campus Students)

**Use it for:** Requesting books and articles not available electronically, from Gelman or Consortium Libraries, or other libraries.

**Why use it?** Because you can get books and articles at your doorstep or to your desktop for free!

### Items IN the ALADIN Catalog

#### Step 1

Find your book or journal in the catalog. Whether the item is available at GW or another library, you'll request it the same way.

#### Step 2

Click on the title and open the detailed record. For a **book**, look at "Status" under "Availability" to make sure it's not checked out. For a **journal**, look under "Library has" to make sure the year you Need is available.

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#### 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).

#### 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.

### Items NOT IN the ALADIN Catalog

If you can't find your title in the ALADIN Catalog, request it through Interlibrary Loan (ILL). See the ILL DIY@Gelman for help.

#### Step 4

On the request form, under "**Library for Pickup**" select "**GW Off-campus Programs.**" Under "University ID" type your Gwid# or GWorld Card barcode. For a **journal article**, fill in the boxes with all the requested data from the article.

**Type your delivery address** in the "Comments" box. Click "Submit Request."

#### Step 5

A confirmation message appears. Disregard any message you receive that says "the book is available for pick up at "GW Off-Campus Programs." **Books** will be shipped to your home address, and you'll need to ship them back to Gelman. You'll receive **articles** via email.

**Return your books to:**  
**Gelman Library Circulation Desk**  
**The George Washington University**  
**2130 H Street NW**  
**Washington, DC 20052**

## 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?

You can't find the title of an article in the ALADIN Catalog, but you can find the title of the journal in which the article is published.

Did you check if your article is available online? Search the E-Journals to find out. If you need help, use the E-JournalsDIY@Gelman.