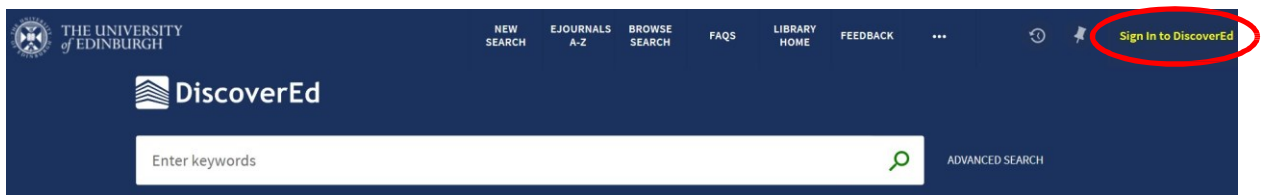


Guide to placing requests for items held at the University Collections Facility

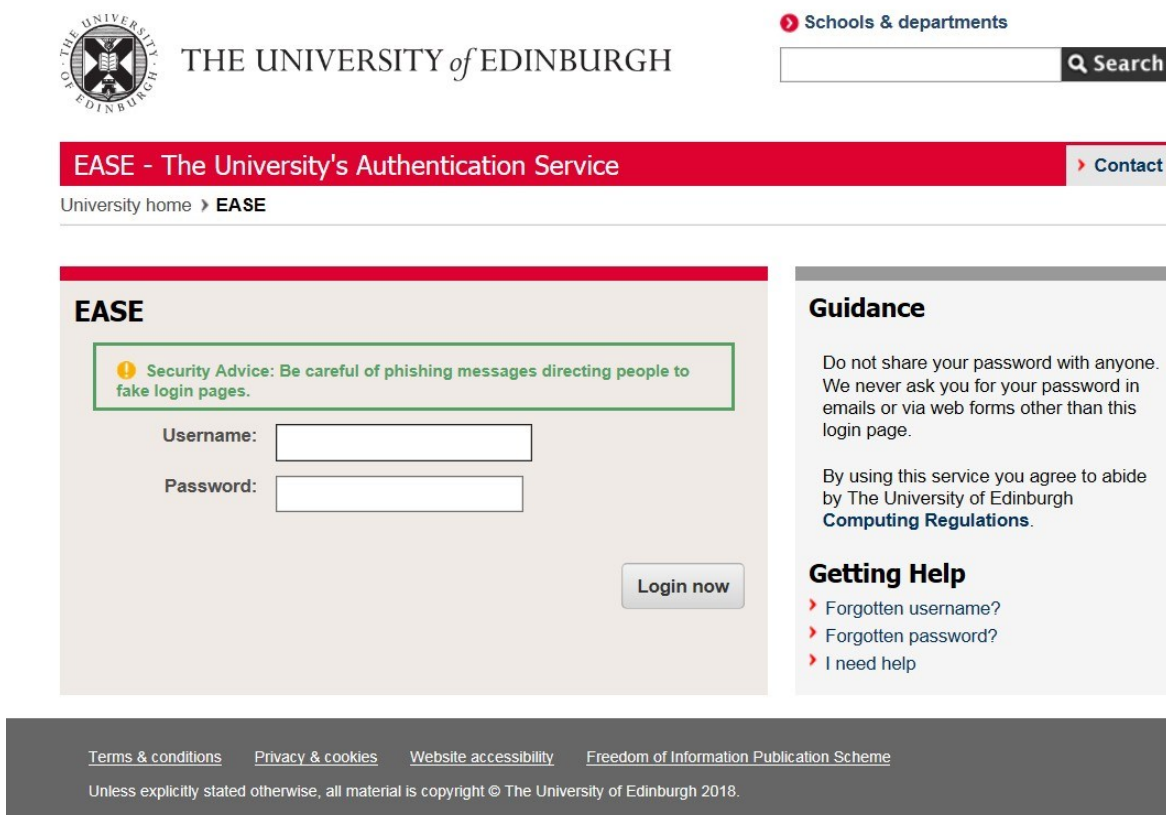
Please note, due to storage limitations at Library Helpdesks, we cannot normally send more than five physical items for consultation any one time.

Before you search [DiscoverEd](#) for the titles you are interested in, you may want to sign in. You only need to sign in once and you can do so at any time. Alternatively, you can search [DiscoverEd](#) as a guest.

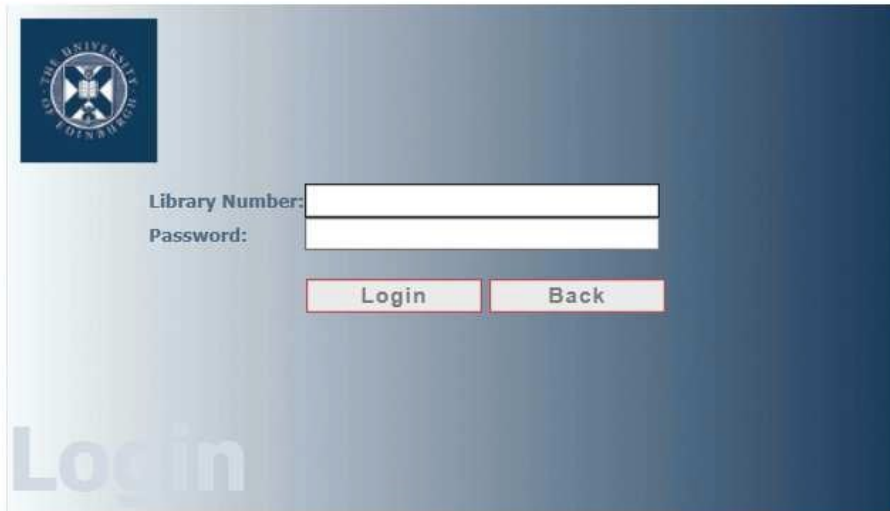
To sign in, click [Sign in to DiscoverEd](#) at the top right corner of the homepage.



UoE Members with a [MyEd](#) account can choose [EASE Users](#). You will then be taken to [EASE](#), the University's authentication service, where you can sign in.



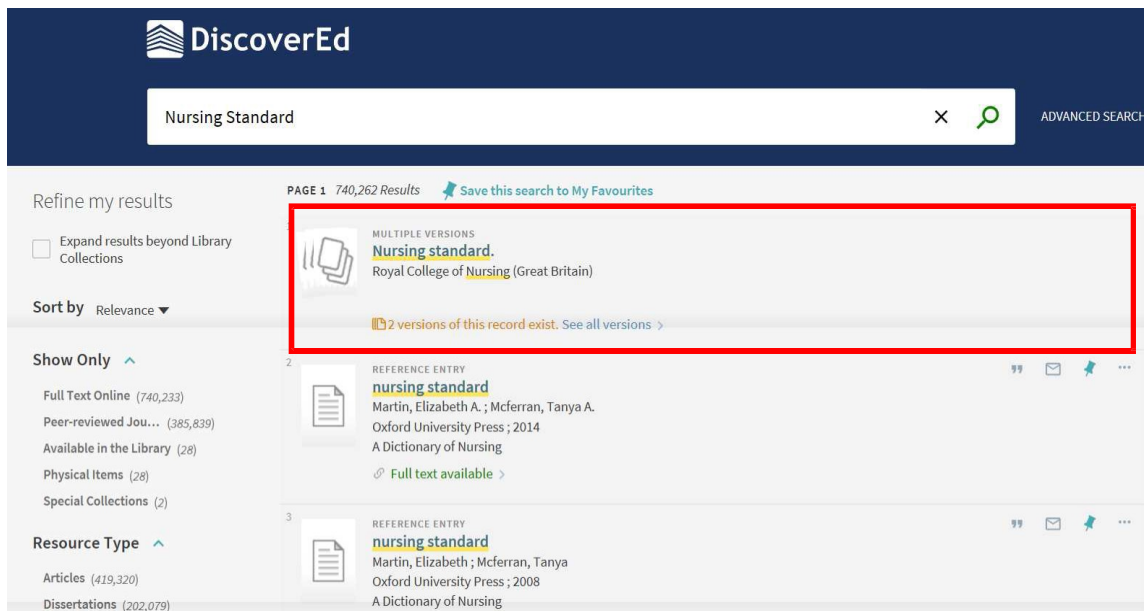
Those without a MyEd account can choose non-EASE Users where you will be asked to enter your library number and password.



The image shows a login page for the University of Hull. At the top left is the university's crest. Below it, there are two input fields: "Library Number:" and "Password:". To the right of these fields are two buttons: "Login" and "Back". A large, semi-transparent "Login" watermark is visible in the bottom left corner of the page.

Requesting Items

1. DiscoverEd will quickly and easily search across many of our collections (both in print and online). To check if a physical version of the title you want is available, click on the item.



The image shows a screenshot of the DiscoverEd search interface. The search bar at the top contains the text "Nursing Standard". Below the search bar, the results are displayed on "PAGE 1" with "740,262 Results". A red box highlights the first result, which is a "MULTIPLE VERSIONS" entry for "Nursing standard." by the Royal College of Nursing (Great Britain). Below this, there are two "REFERENCE ENTRY" results for "nursing standard" by Martin, Elizabeth A.; Mcferran, Tanya A. The first reference entry is from Oxford University Press, 2014, and the second is from Oxford University Press, 2008. Both reference entries have a "Full text available" link.

2. Within the record, the **Available at** field will advise where the item is being stored.

2 Results [Save this search to My Favourites](#) Personalise your results

1 **JOURNAL**
Nursing standard.
Royal College of Nursing (Great Britain)
London : RCNi ; 1987]-
[Online access >](#)

2 **JOURNAL**
Nursing standard.
Royal College of Nursing (Great Britain)
Harrow : Scutari Projects Ltd ; 1984-
Available at [University Collections Facility University Collections Facility - Request online \(Per. .61 Nur.\) >](#)

3. You can choose to refine your search results by using the facets on the left-hand side of the page. To only see items held at the UCF, select **University Collections Facility** from under the **Library** option.

Refine my results

Expand results beyond Library Collections

Sort by Relevance ▾

Show Only ▾

Resource Type ▲

- Articles (435,224)
- Dissertations (208,490)
- Newspaper Articles (83,173)
- Government Documents (15,996)
- Text Resources (9,185)

[Show More](#)

Library ▲

- Main Library (18)
- University Collections Facility (10)**
- Centre for Research Collections (2)
- Moray House Library (1)

4. If the item you require is stored at the University Collections Facility, you can request delivery to an alternate library site by clicking the Request button next to the Request Options heading.

BOOK
[A theory regarding the origin of cancer](#) / by C.E. Green.
Green, C. E.
Edinburgh : William Green ; 1909
Available at University Collections Facility University Collections Facility - Request online (.616994 Gre.) >

TOP Send to _____

SEND TO

FIND IT IN LIBRARY EXPORT BIBTEX EXPORT RIS ENDNOTE WEB CITATION PERMALINK PRINT E-MAIL

DETAILS

LINKS Find it in Library _____

VIRTUAL BROWSE **REQUEST OPTIONS: Request**

University Collections Facility University Collections Facility - Request online .616994 Gre.
[Hide Details](#)

(1 copy, 1 available, 0 requests)

1 - 1 of 1 Records

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS
30150002593637	Book	12 Weeks loan		Item in place

Note: If you have not already signed in, you will need to do so before you can see your request options. Choose Sign-in to request print material and to access online resources.

BOOK
[A theory regarding the origin of cancer](#) / by C.E. Green.
Green, C. E.
Edinburgh : William Green ; 1909
Available at University Collections Facility University Collections Facility - Request online (.616994 Gre.) >

TOP Send to _____

SEND TO

FIND IT IN LIBRARY EXPORT BIBTEX EXPORT RIS ENDNOTE WEB CITATION PERMALINK PRINT E-MAIL

DETAILS

LINKS Find it in Library _____

VIRTUAL BROWSE **Sign-in to request print material and to access online resources** [Sign in](#)

REQUEST OPTIONS:

University Collections Facility University Collections Facility - Request online .616994 Gre.
[Hide Details](#)

(1 copy, 1 available, 0 requests)

1 - 1 of 1 Records

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS
30150002593637	Book	Sign in to view loan policy		Item in place

- For books, you can select the type of loan if there is more than one type available (e.g. short loan). You must also select the Pickup Location, which you can choose from a drop-down menu.

BOOK
A theory regarding the origin of cancer / by C.E. Green.
 Green, C. E.
 Edinburgh : William Green ; 1909
 Available at University Collections Facility University Collections Facility - Request online (.616994 Gre.) >

TOP Send to _____

SEND TO

FIND IT IN LIBRARY EXPORT BIBTEX EXPORT RIS ENDNOTE WEB CITATION PERMALINK PRINT E-MAIL

DETAILS

LINKS Find it in Library _____

VIRTUAL BROWSE

Details of title you requested:

Material Type: Book ▼

Terms of Use: 12 Weeks loan ▼

Pickup Location: * ECA Library ▼

Not Needed After: _____ 📅 ✕

Comment: _____

CANCEL REQUEST

- You also have the option to choose a date by which you will no longer require the book.

Find it in Library _____

Details of title you requested:

Material Type: _____

Terms of Use: _____

Pickup Location: * _____

Not Needed After: _____

Comment: _____

CANCEL REQUEST

Prev Jan 2018 Next

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

7. For books, you need not enter any additional text, although you may wish to provide a comment here. When you are ready, press [Request](#).
8. For journals and multi-volume parts, you can select a pre-existing item or request an issue which is unlisted.
9. For pre-existing items:
 - a Select [Request](#) next to the volume or issue you want.

REQUEST OPTIONS: [Request a different issue](#)

Year All ▾ Volume All ▾ Description All ▾

University Collections Facility University Collections Facility - Request online Per. .61 Nur.
[Hide Details](#)

Vol. 3, no. 24 (1989)-v. 7, no. 33 (1993) imperfect; Vol. 7, no.39 (1993) onwards

1 - 10 of 158 Records | 1 2 3 NEXT LAST

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS	OPTIONS
AUTO254412	Issue	12 Weeks loan	v.34:no.4(2019:Apr.)	Item in place (0 requests)	Request
AUTO251462	Issue	12 Weeks loan	v.34:no.3(2019:Mar.)	Item in place (0 requests)	Request
AUTO247537	Issue	12 Weeks loan	v.34:no.2(2019:Feb.)	Item in place (0 requests)	Request
AUTO247429	Issue	12 Weeks loan	v.34:no.1(2019:Jan.)	Item in place (0 requests)	Request
AUTO236055	Issue	12 Weeks loan	v.33:no.9(2018:Dec.)	Item in place (0 requests)	Request
AUTO230730	Issue	12 Weeks loan	v.33:no.8(2018:Nov.)	Item in place (0 requests)	Request

OR

- b Choose the volume from the drop-down menu underneath the holding location and press [Request](#)

REQUEST OPTIONS: [Request a different issue](#)

Year All ▾ **Volume Vol. 1 (2012) only ▾** Description All ▾

University Collections Facility University Collections Facility - Request online Per. .61 Eur.
[Hide Details](#)

Vol. 1 (2012) only

1 - 1 of 1 Records

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS	OPTIONS
B2167535	Issue	12 Weeks loan	Vol. 1 (2012) only	Item in place (0 requests)	Request

10. For items that do not appear on the drop-down menu, you can select **Request a different issue**.

Find it in Library

REQUEST OPTIONS **Request a different issue**

Year All Volume All Description All

University Collections Facility University Collections Facility - Request online Per. .61 Nur.
[Hide Details](#)

from:1st ser.
9 (Jan.1980)-36 (Apr.1982);2nd ser.
v.2
no.1 (May 1982)-v.2
no.44 (Dec. until:1st ser.
9 (Jan.1980)-36 (Apr.1982);2nd ser.
v.2
no.1 (May 1982)-v.2
no.44 (Dec.
1st ser.,9 (Jan.1980)-36 (Apr.1982);2nd ser.,v.2,no.1 (May 1982)-v.2,no.44 (Dec.1985). Incomplete, Copy: Copy 1



11. Enter details of the volume or part required in the comment box and then use the drop-down menu to select the library you would like the item to be delivered to. You can also add a **Not Needed After** date.

Find it in Library

Details of title you requested:

Journal Volume/Part * Required: Volume 1 (1979)

Pickup Location: * Main Library

Not Needed After: 30/04/2019  

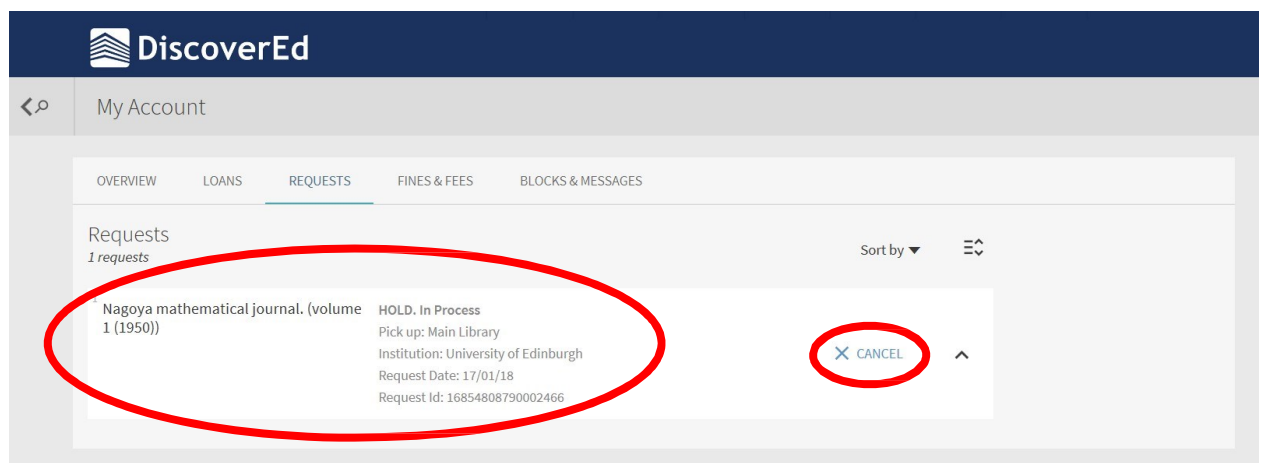
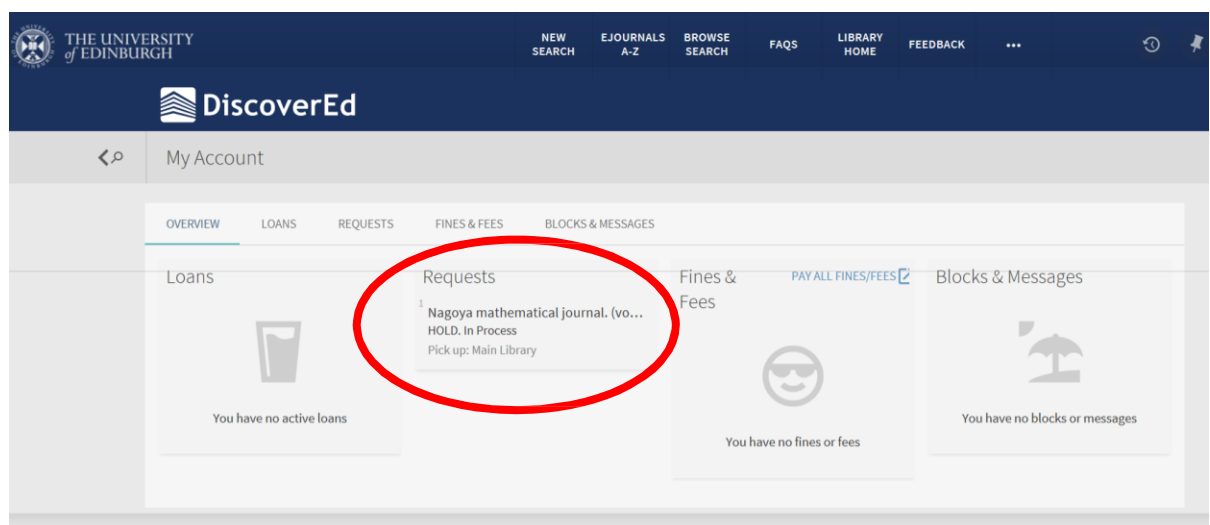
Comment: _____

CANCEL **REQUEST**

- When you have entered all the details, press **Request**. You should see a notice informing you if your request has been successful.
- If you now click on **My Account** at the top-right of the page, you can track the status of your request.



- Select **Requests** from the centre pane. You will see a **List of Requests**, including information about the item, status and the **Pickup Location**. You can cancel any of your requests from this screen.



- Details on expected delivery times are available on our website:

<https://www.ed.ac.uk/information-services/library-museum-gallery/using-library/lib-locate/university-collections-facility>

- If you have any further questions or queries about the retrieval process you can enquire at any of the Library Helpdesks or email us on IS.Helpdesk@ed.ac.uk