



# National Art Library

## How to request an item

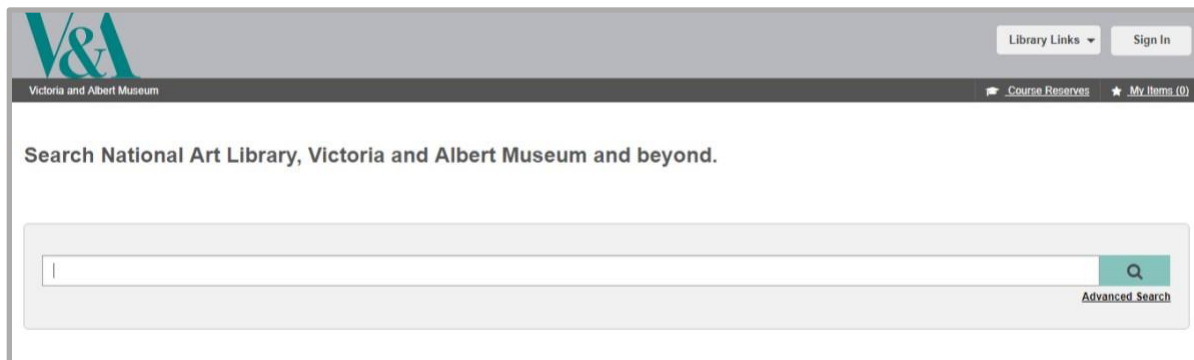
This guide covers how to request items in the National Art Library for consultation in our reading rooms. You will first need to create an account in order to place a request. If you have not yet created an account, please go to the library catalogue and click on 'Create an Account' under 'Library Links'.

There are hourly retrievals throughout the day and we are typically able to retrieve items within two hours of receiving your request while we are open. You can request up to 8 items at any one time.

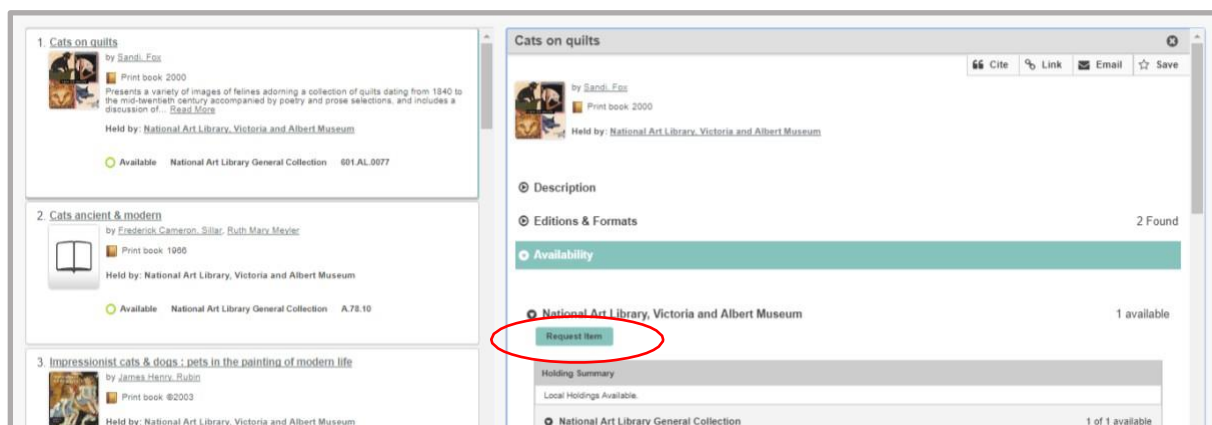
We keep requested items on reserve for you for 3 working days (closed Sunday and Monday).

### How to place an item request through the Library Catalogue

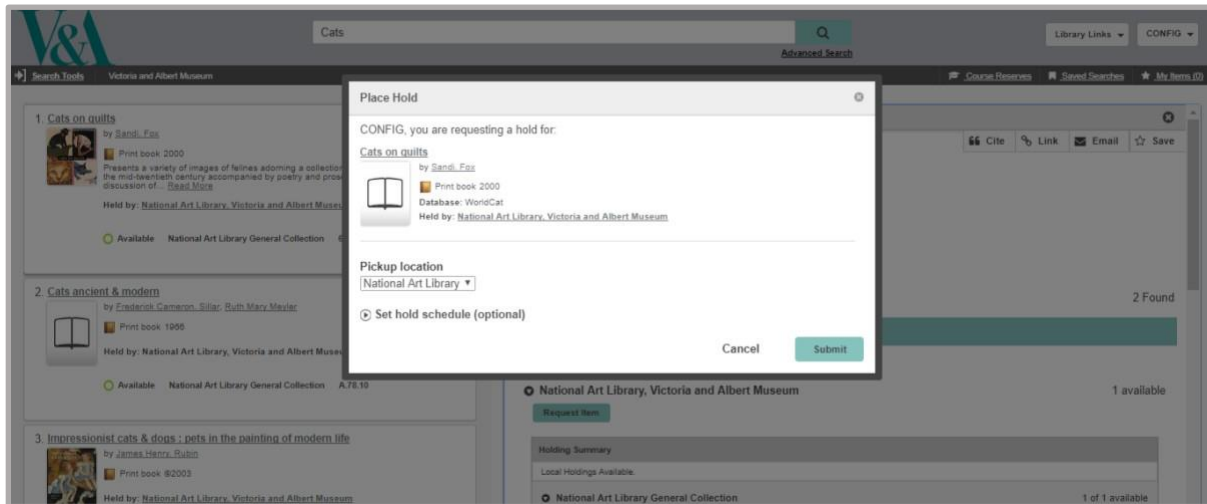
1. Go to our Library Catalogue at <https://nal-vam.on.worldcat.org/discovery>
2. Search for an item within the main search box or use advanced search.



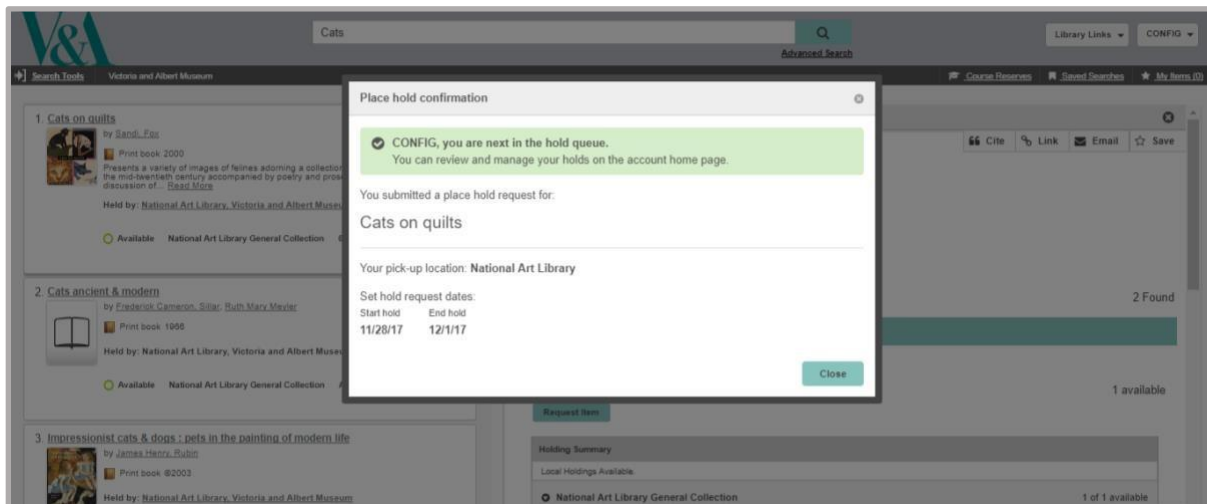
3. Click on the title of your selected item. In the next screen, click on 'Request Item'.



4. Sign in using the 'Visitor' option. Upon logging in, you will see the request option below:



5. Click 'Submit' to complete your request.  
**Note:** The 'Set hold schedule (optional)' allows you to place a request for a future date. Your items will be held for three working days beyond the selected start date.
6. Upon placing a request successfully, you will receive a confirmation:

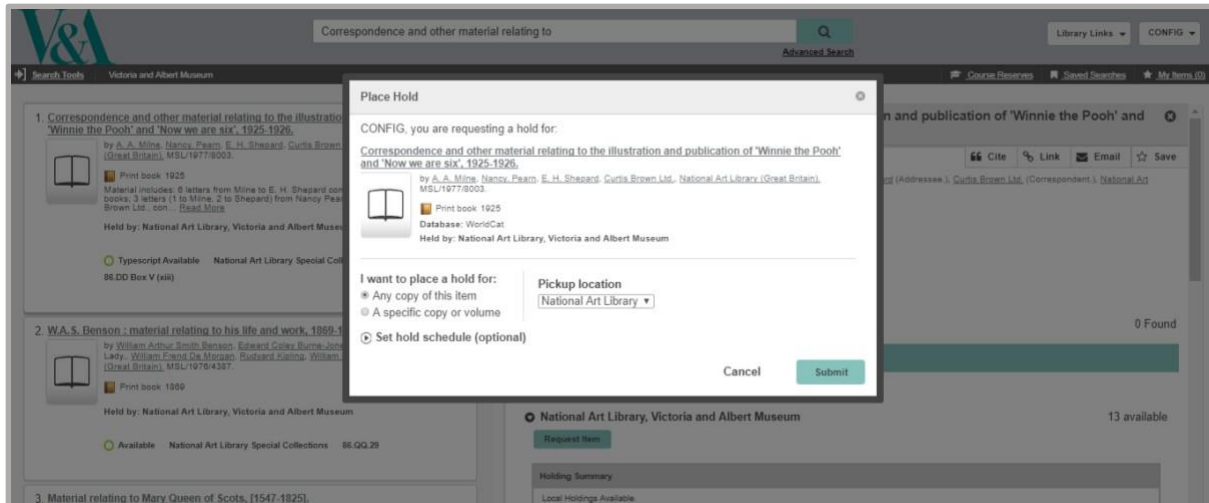


Please note that although you request items using the UK date format DD/MM/YYYY, the request confirmation screen uses the US date format of MM/DD/YYYY.

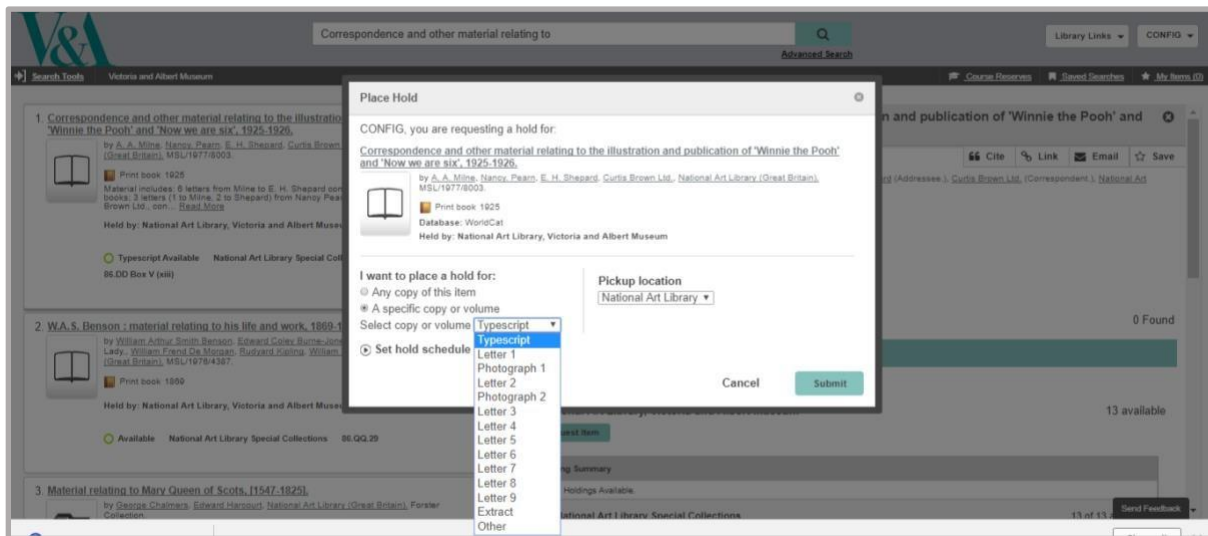
You will receive an email when the item is ready to collect for consultation at the National Art Library. Please be aware that emails are sent hourly, so your item may be ready before you receive the email.

### Placing a request for multi-part/volume material

Some items in the National Art Library's collection are grouped under the same title, such as multiple catalogues bound together in a single volume or separate manuscripts held within the same archival box. For this type of material, you will see a slightly different request box with further options to help you specify your request.



1. Click 'A specific copy or volume' before submitting your request. Please make sure you have done this as we need full details of the specific volume/book required in order to satisfy your request.



2. Select your required item from the drop-down list. If you are not sure which item to select, then click on 'Cancel' and check back in the item description for the 'Volume/Copy' field which should then tell you which item you need.
3. Click 'Submit'

If you require further assistance in placing an item request, please [contact us online](#).



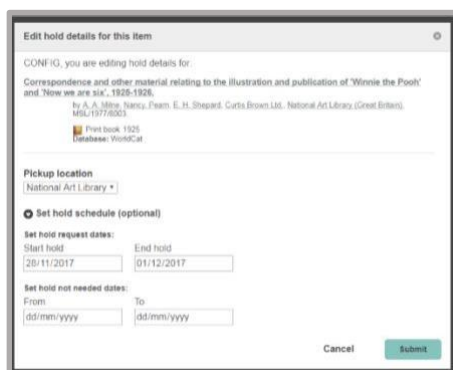
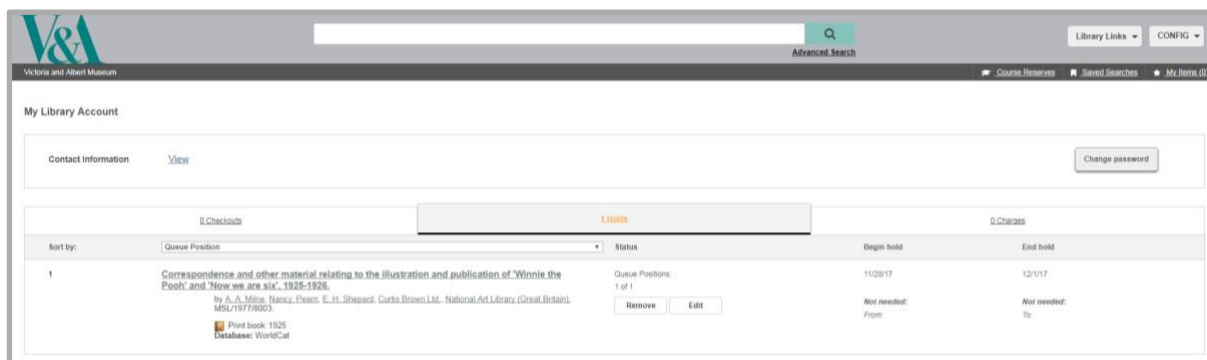
# National Art Library

## How to edit or remove an item request

You can edit or remove your requests by signing into your library account. If you have not already created an account, you can click on 'Create an Account' under 'Library Links'.



1. Once signed in, click on the button displaying your first name and select 'My Account'
2. Your account profile includes a 'change password' option if you need to reset this. Below are tabs for 'checkouts', 'holds' and 'charges'. Please ignore 'checkouts' and 'charges', these are not applicable as the National Art Library collections are available for reference use only.
3. Click 'Holds' to view your active requests.



**To edit a request** click 'Edit'. You can change the copy/volume or schedule a new request start date.

**To remove a request** click 'Remove'

Please note that we retrieve requests on the hour throughout the day (Tuesday – Saturday) and you will not be able to edit or remove any requests once they are being processed by library staff.