



National Art Library

How to place an item request

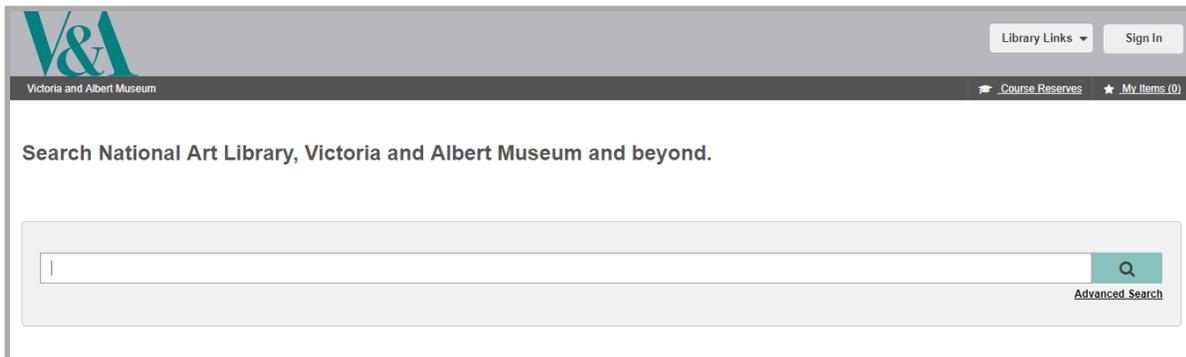
This guide covers how to request items in the National Art Library for consultation in our reading rooms. You will first need to create an account in order to place a request. If you have not yet created an account, please go to the library catalogue and click on 'Create an Account' under 'Library Links'.

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.

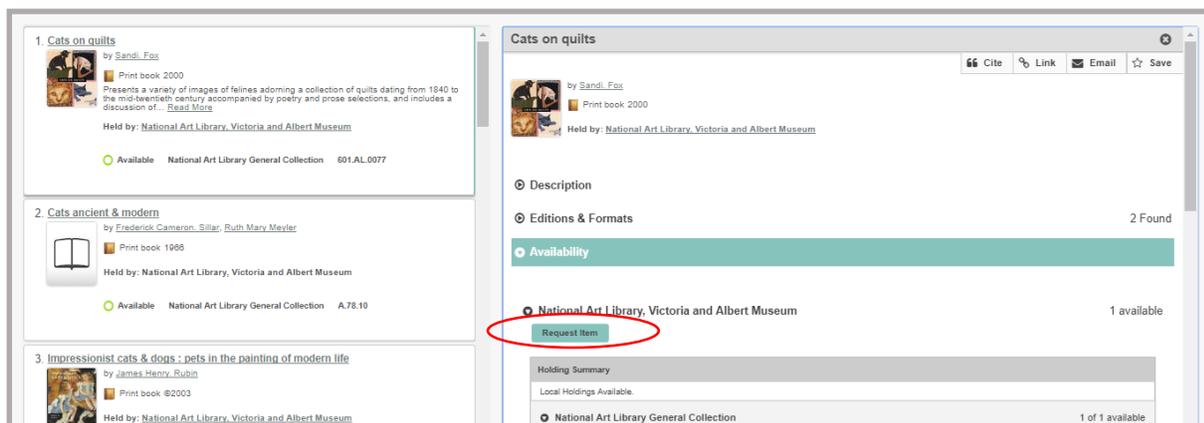
We keep requested items on reserve for you for 3 working days (closed Sunday and Monday).

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:

Submit a Place Hold Request
Required *

i 1 available from 1 copy of this title.

 Cats on quilts
by Sandi Fox
Print book
OCLC Number: 43590309

I need: *
Any Copy

I want it from:
 National Art Library General Collection
held at the National Art Library which is open Tuesday - Saturday, 10:00 - 17:30. Item requests typically take 90 minutes to process while we are open. This item is

I want to pick up at: *

Dates I need it: *

From: To:

I cannot pick up...
Must be within requested date range.

From: To:

Item description(s)/Notes:

5. Click 'Submit' to complete your request.
Note: The 'Dates I need it' allows you to place a request for a future date. Your items will be held for 3 working days beyond the selected start date. Please leave blank if you are not requesting for a future visit but want this item ASAP.
6. Upon placing a request successfully, you will receive a confirmation:

 Advanced Search

National Art Library, V&A

Place Hold Submitted

You are 1 of 1 in the hold queue.

 Cats on quilts
by Sandi Fox
Print book
OCLC Number: 43590309

I need: Any Copy

I want to pick up at: National Art Library

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.

Submit a Place Hold Request

Required *

i You may request 10 items at a time. 5 available from 5 copies of this title.



Benjamin Robert Haydon: correspondence and table-talk.
by [Benjamin Robert Haydon](#), [Frederick Wordsworth Haydon](#)

 Print book
OCLC Number: 1262989

I need: *

Specific Copies or Volumes ▼

I want it from: *

National Art Library SC/FOR Special Collections: Forster Collection
This item is held at the National Art Library which is open Tuesday - Saturday, 10:00 - 17:30. Item requests typically take 90 minutes to process while we are open.

- Forster L 8vo 3919 Vol.1 [B] Available
- Forster L 8vo 3919 Vol.2 [B] Available

National Art Library General Collection
This item is held at the National Art Library which is open Tuesday - Saturday, 10:00 - 17:30. Item requests typically take 90 minutes to process while we are open.

- 187.B.16 Vol.2 [A] Available
- 187.B.15 Vol.1 [A] Available

National Art Library GC/MFC General Collection: Microfiche
This item is held at the National Art Library which is open Tuesday - Saturday, 10:00 - 17:30. Item requests typically take 90 minutes to process while we are open.

- F.94.0002 (N.4.2.1636) 12 microfiches Available

1. Click 'Specific Copies or Volumes' 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. Tick against the specific copy you wish to request. You can select multiple items in one request form. However, the system will not allow for more than 8 concurrent item requests at one time.
3. Make sure to choose 'National Art Library' as the pick up location.
4. Click 'Submit'

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