



National Art Library

How to place an item request

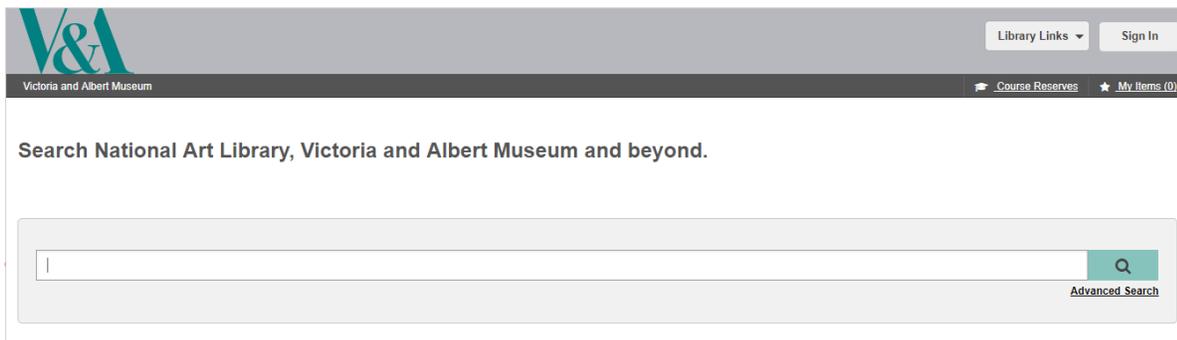
This guide covers how to request items in the National Art Library for consultation in our reading rooms. You will first need to create an account in order to place a request. If you have not yet created an account, please go to the library catalogue and click on 'Create an Account' under 'Library Links'.

There are retrievals throughout the day and we are typically able to retrieve items within 90 minutes of receiving your request while we are open. You can request up to 8 items at any one time.

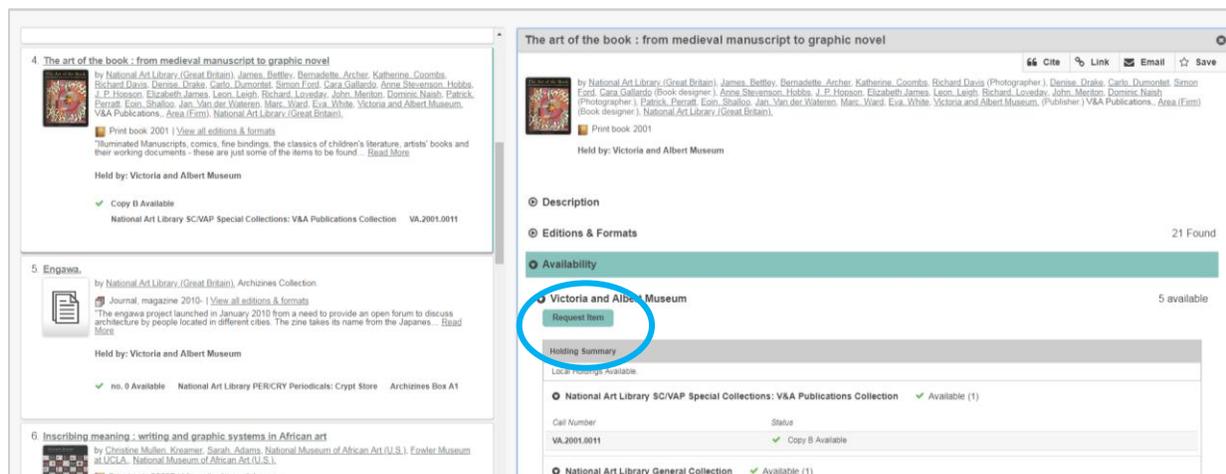
We keep requested items on reserve for you for 3 working days (closed Sunday and Monday).

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 with the main search box or Advanced Search.



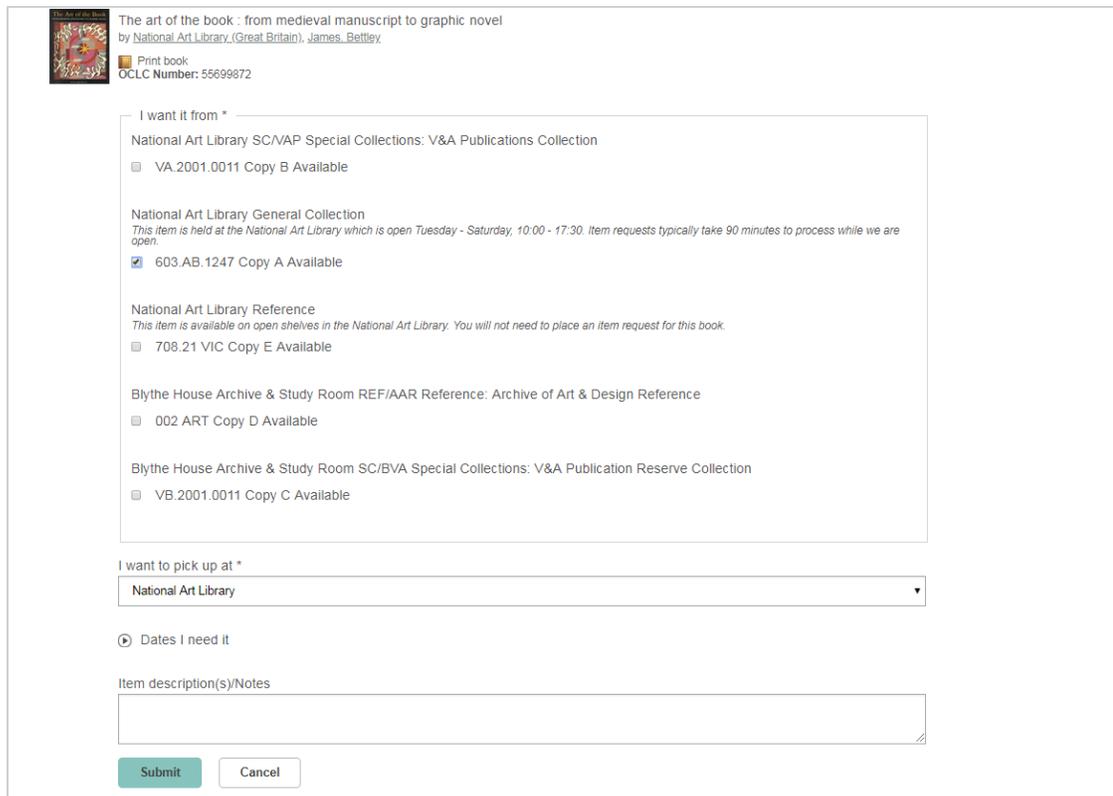
3. Click the title of your selected item in the search results and click 'Request Item'.
Please note: If available online, you will see an 'Access Online' or 'View eBook' link. Due to licencing restrictions, access to some online content is restricted to the Reading Rooms only.



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

Tick the box next to your selected copy/ copies. We recommend requesting a General Collection copy if available.

Please 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 collecting within 3 working days of placing your request.



The art of the book : from medieval manuscript to graphic novel
by National Art Library (Great Britain), James, Bettley

Print book
OCLC Number: 55699872

I want it from *

National Art Library SC/VAP Special Collections: V&A Publications Collection

VA.2001.0011 Copy 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.

603.AB.1247 Copy A Available

National Art Library Reference
This item is available on open shelves in the National Art Library. You will not need to place an item request for this book.

708.21 VIC Copy E Available

Blythe House Archive & Study Room REF/AAR Reference: Archive of Art & Design Reference

002 ART Copy D Available

Blythe House Archive & Study Room SC/BVA Special Collections: V&A Publication Reserve Collection

VB.2001.0011 Copy C Available

I want to pick up at *

National Art Library

▾

▸ Dates I need it

Item description(s)/Notes

Submit Cancel

5. Click 'Submit' to complete your request.

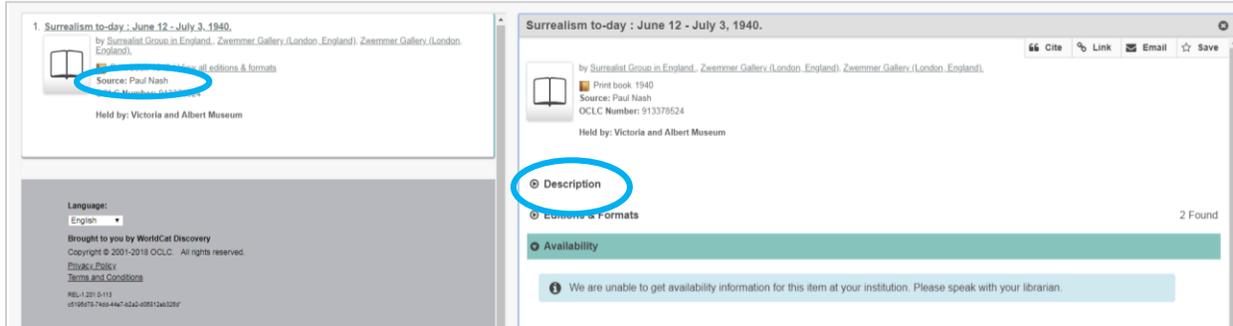
Please note: that although you request items using the UK date format DD/MM/YYYY, the request confirmation screen uses the US date format of MM/DD/YYYY

You will receive an email when your request is ready to collect at the National Art Library. Emails are sent hourly, so your item may be ready before you receive the email. To check the status of each request, login and go to 'My Account' (top right) and select the 'Holds' tab.

If you have selected a specific date, you will receive an email when your item is ready to collect.

Bound volumes

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. This is indicated by the presence of a 'Source' field in the record. You are unable to request these items individually and the record will appear as pictured below.



1. To place a request on the bound volume containing your selected item, expand the 'Description Field' and click on the link next to 'More Information'.

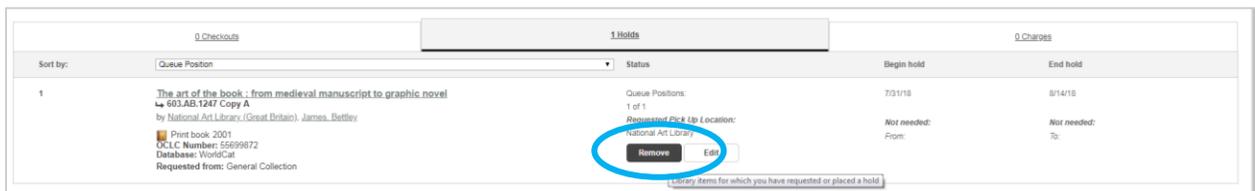


2. The catalogue record for the bound volume will open in a new tab. Click 'Request Item'.

Remove a Request

1. Login and go to 'My Account' (top right). Select the 'Holds' tab.
2. Click 'Remove' then 'Yes, remove my hold' to confirm.

Please note: you are unable to remove a request that is ready for collection.



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