

Affiliate Libraries

How members of affiliate libraries can request items in the SCF IZ or in Primo

- [Requesting in Primo](#)
- [Requesting in the Shared Collections Facility Alma](#)

Requesting in Primo

- Go to your affiliate library's **Primo**
- Click on the top-right **Sign In** link to sign into the system (you will have been given login credentials by WRLC)

The screenshot shows the top navigation bar of the National Geographic AtlasSearch website. The header includes the National Geographic logo, navigation links for 'LIBRARY SEARCH', 'COLLECTION DISCOVERY', and 'NGS LIBRARY', and a 'Sign in' link. A search bar is prominently displayed with the placeholder text 'Search anything' and a magnifying glass icon. Below the search bar, there are two dropdown menus: 'that contain my query words' and 'anywhere in the record'. The main content area features three informational boxes: 'Welcome to our NGS AtlasSearch' which describes the search service and mentions the Shared Collection Facility (SCF) at WRLC; 'Where can I get help?' with a link to 'Ask a librarian'; and 'About Us' which provides the National Geographic Society's address in Washington, DC.

- Once you are logged in, search for the item you would like to request
- Click on the title of the item from the search results list
- On the title page, click on the **Item from SCF** link * Do NOT choose the other Availability options



MULTIPLE VERSIONS

Concise atlas of the world.

National Geographic Society (U.S.); National Geographic Maps (Firm)

Available at [WRLC - Shared Collections Facility](#) [WRLC Storage - National Geographic \(N.G.S. Pubs. AT C744 2003\)](#) >

4 versions found. [See all versions](#) >



TOP

Send to

SEND TO

AVAILABILITY

DETAILS

VIRTUAL BROWSE

LINKS



SHARE



EXPORT TO
EXCEL



EXPORT BIBTEX



EXPORT RIS



EASYBIB



ENDNOTE



REFWORKS



PRINT



CITATION



PERMALINK



EMAIL

Availability

REQUEST: [Item from SCF](#) / [Chapter/Article Request](#) / [CLS Request \(2-3 Day Delivery\)](#)

[← BACK TO LOCATIONS](#)

AVAILABILITY AT LIBRARY

WRLC - Shared Collections Facility

Available, WRLC Storage - National Geographic; N.G.S. Pubs. AT C744 2003

(1 copy, 1 available, 0 requests)



Item on Shelf
End of Term WRLC Faculty

N.G.S. Pubs. AT C744 2003 R35M11S04T03 EF



- In the Request form, choose **Work Address** for the **Pickup Location**
- Choose **Send Request**

[← BACK TO ITEMS](#)

Request


Material Type
Map

Pickup Location

★ Work Address ▼


Terms of Use ▼

Not needed after

 Pickup Date ▼

Comment

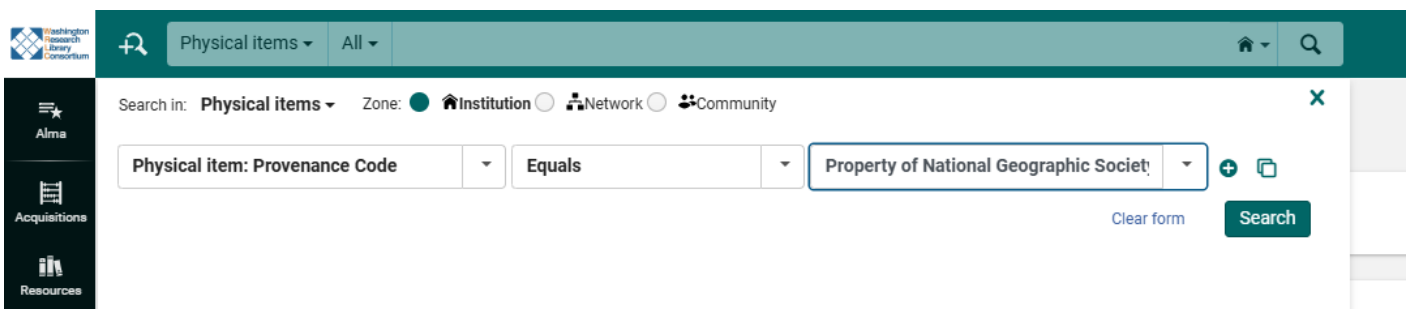
 RESET FORM

 SEND REQUEST

- The item will then arrive at your library in 1-2 business days

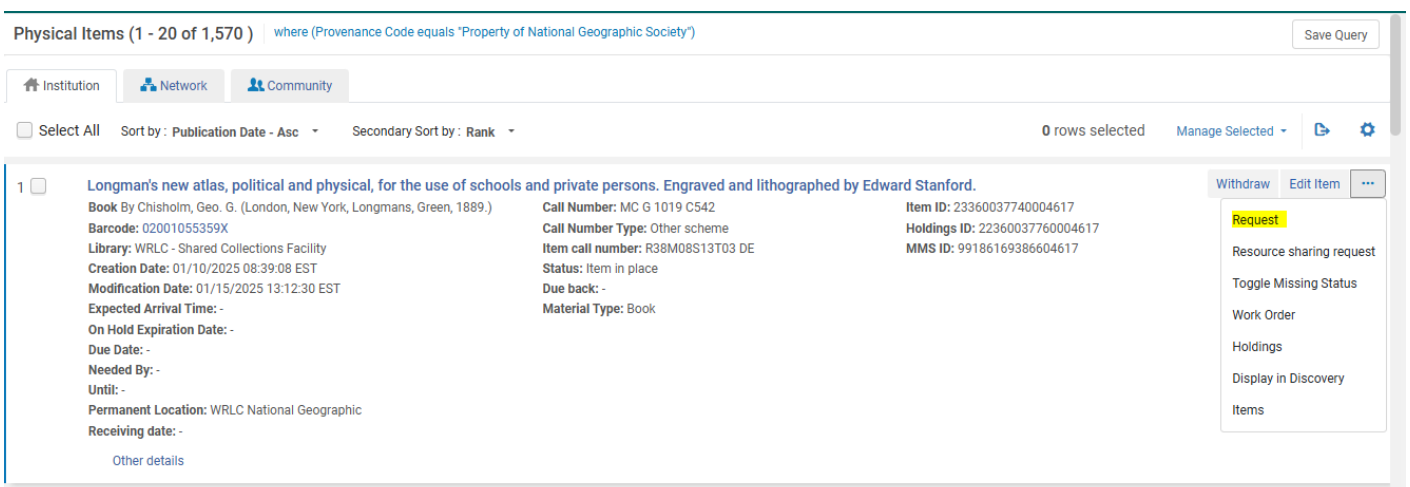
Requesting in the Shared Collections Facility Alma

- Log into the Shared Collections Facility Alma (a link will have been given to you by WRLC)
- Once you are logged in, search for the item you wish to request. You can limit your search to only your library's items by creating an advanced search of **Physical Items** that have a **Provenance Code** of **Property of [Affiliate Library]**



The screenshot shows the Alma search interface. At the top, there is a search bar with "Physical items" selected. Below it, the search criteria are defined: "Physical item: Provenance Code" equals "Property of National Geographic Society". The search zone is set to "Institution". A "Search" button is visible on the right.

- Once you find the item you wish to request, click the ellipsis (...) button, then choose Request



The screenshot shows the search results for "Physical Items (1 - 20 of 1,570)". The first result is "Longman's new atlas, political and physical, for the use of schools and private persons. Engraved and lithographed by Edward Stanford." The actions menu is open, and the "Request" option is highlighted.

Book By Chisholm, Geo. G. (London, New York, Longmans, Green, 1889.)	Call Number: MC G 1019 C542	Item ID: 23360037740004617
Barcode: 02001055359X	Call Number Type: Other scheme	Holdings ID: 22360037760004617
Library: WRLC - Shared Collections Facility	Item call number: R38M08S13T03 DE	MMS ID: 99186169386604617
Creation Date: 01/10/2025 08:39:08 EST	Status: Item in place	
Modification Date: 01/15/2025 13:12:30 EST	Due back: -	
Expected Arrival Time: -	Material Type: Book	
On Hold Expiration Date: -		
Due Date: -		
Needed By: -		
Until: -		
Permanent Location: WRLC National Geographic		
Receiving date: -		

- Then select the following values for your request
 - Request Type = **Patron Physical Item Request**
 - Requester = **search and select your name**
 - Pickup Institution = **Shared Collections Facility**
 - Pickup At = **Personal Delivery > Office Delivery**

< Create Request

Create Request

Request Type * Patron physical item request

Requester * Test User

Note

Pickup Institution * My Institution: Shared Collections Facility

Pickup At * Personal Delivery: Office Delivery

Override On Shelf Request Policy

Additional Request Attributes

- Then click **Submit**
- The item will then arrive at your library in 1-2 business days