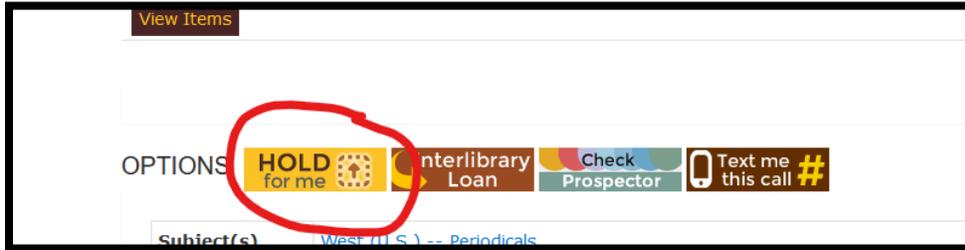


Procedure for Using Hold for Me to Request Library Items be Pulled from the Stacks

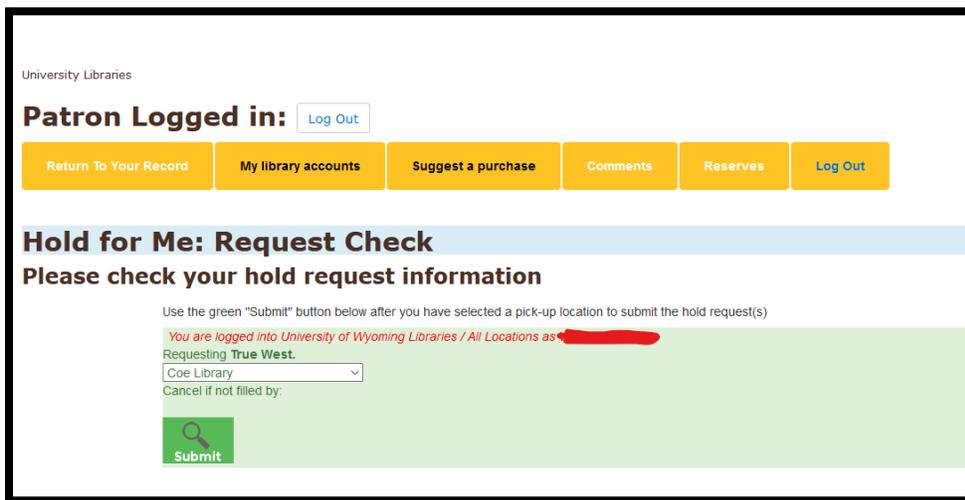
Using the [UW Libraries catalog](#), locate the item you want.

Scroll down the page until you see the Options section. Click on the “Hold for Me” button.

Pro Tip: Use the right-click option of your mouse to open this button in a new tab. This will allow you to return to this page to request additional volumes of multi-volume items such as magazines or journals.



Sign in using your WyoWeb/UW username and password. Once signed in you will see a page similar to this image but with your information.



If you are selecting an item that is part of a multi-volume set, a bound magazine or journal, or other item with multiple parts, you will need to request each item separately. Click the radio button on the far left. Be sure to that the item is listed as “Available.” The following image is of a magazine with multiple volumes. We apologize for the inconvenience of this part of the request process.

University Libraries

Patron Logged in: [Log Out](#)

[Return to Your Record](#) [My library accounts](#) [Suggest a purchase](#) [Comments](#) [Reserves](#) [Log Out](#)

Catalog Search

Item Selection Form

[Start Over](#)

Requesting True West.
Choose one item from the list below:

Mark	Location	Call No.	Status
<input checked="" type="radio"/>	Library Annex - Closed Stacks - Place Hold to Request	AP2 .T773 v.3-4 O 1955-AP 1957	AVAILABLE
<input type="radio"/>	Library Annex - Closed Stacks - Place Hold to Request	AP2 .T773 v.5-6 S 1957-AG 1959	AVAILABLE
<input type="radio"/>	Library Annex - Closed Stacks - Place Hold to Request	AP2 .T773 v.7-8 Sept. 1959-Aug. 1961	AVAILABLE
<input type="radio"/>	Library Annex - Closed Stacks - Place Hold to Request	AP2 .T773 v.9-10 S 1961-AG 1963	AVAILABLE
<input type="radio"/>	Library Annex - Closed Stacks - Place Hold to Request	AP2 .T773 v.11 S 1963-AG 1964	AVAILABLE
<input type="radio"/>	Library Annex - Closed Stacks - Place Hold to Request	AP2 .T773 v.12 S 1964-AG 1965	AVAILABLE
<input type="radio"/>	Library Annex - Closed Stacks - Place Hold to Request	AP2 .T773 v.13 S 1965-AG 1966	AVAILABLE
<input type="radio"/>	Library Annex - Closed Stacks - Place Hold to Request	AP2 .T773 v.14 S 1966-AG 1967	AVAILABLE

Scroll down to the bottom of that page and click on the grey “Request Selected Item” button.

Hebard Collection - Chisum Reading Room - Level 3	AP2
Hebard Collection - Chisum Reading Room - Level 3	AP2
Hebard Collection - Chisum Reading Room - Level 3	AP2
Hebard Collection - Chisum Reading Room - Level 3	AP2

REQUEST SELECTED ITEM

The next page that appears is a confirmation of a successful request.

University Libraries

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Catalog search: hold results

[Start Over](#) [See Regular display](#)

Your request for True West was successful.

Library Annex - Closed Stacks - Place Hold to Request	AP2 .T773 v.3-4 O 1955-AP 1957	AVAILABLE
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You will be able to pick up this material at Coe Library when it is ready.

If you are finished requesting items, be sure to Log out. If you have more items to request, return to the catalog to locate the other items, or return to the catalog listing of the item you used the “right-click” pro tip to start the request process. You will receive a notification in your UW email when the item is ready to be picked up.