University of Wisconsin-Stevens Point
Libraries
www.uwsp.edu/library

Requesting Library Items

Search@UW

- Go to **www.uwsp.edu/library**
- Search for desired library item
- Click on desired item
- In the Get It section, **sign in** Sign in with UWSP password
- For **Request** options:
  - If UWSP Libraries own the item, select **Local Request** Local Request
  - If another UW campus owns the item, select **UW Request** UW Request
- For **Pickup Location**, select desired UWSP campus
- Click **Send Request** SEND REQUEST
- You will receive an email when the item is available to pick up at your chosen UWSP Libraries campus

Interlibrary loan

- Go to **www.uwsp.edu/library/Pages/interlibraryLoan.aspx**
- Login to ILL using UWSP password ILL Login
- In left column, select request type (article, book, chapter, etc.)
- Complete form
- Click **Submit Request** button Submit Request
- You will receive an email when the item is available to download or to pick up at your chosen UWSP Libraries campus

Staff purchase request

- www3.uwsp.edu/library/Pages/purchase-request.aspx

Student purchase request

- www3.uwsp.edu/library/Pages/studentPurchaseRequest.aspx