

To request an item for Click & Collect:

- Go to [Library Search](#),
- Search for the item (The item may already be available at another King's Library)
- Once found click on the title link to go to the full details page

The screenshot shows the King's College London Library Search interface. The search bar contains 'war and peace'. Below the search bar, there are navigation links: 'Browse Search', 'Journal Search', 'Database A-Z', 'BrowZine', 'Register', 'Contact Us', and a menu icon. A 'Sign in' link is visible in the top right. The search results section shows 'Showing list of versions' for the book 'War and peace' by Briggs, Anthony, published in 2007. The book title is highlighted with a red box. There are also active filters on the left, including 'List of Versions' and 'Maughan Lib. Chancery Lane'.

- Sign in

The screenshot shows the 'Get It' section of the library interface. A message reads: 'Please sign in to check if there are any request options.' A 'Sign in' button is highlighted with a red box. Below this, there is a 'BACK TO LOCATIONS' link and a section for 'LOCATION ITEMS'. The first item is 'Maughan Lib. Chancery Lane', which is 'Available, [Humanities books E-Z] ; PG3365.V6 Z5 C46 (1 copy, 1 available, 0 requests)'. A 'LOCATE' button is visible next to the item. Below the item details, there is a dropdown menu showing 'Item in place' and 'Loanable'.

- You then will see a “request” option in the “Get It” section.
- Click that link

The screenshot shows the 'Get It' section of the library interface. A 'REQUEST' button is highlighted with a red box. Below this, there is a 'BACK TO LOCATIONS' link and a section for 'LOCATION ITEMS'. The first item is 'Maughan Lib. Chancery Lane'.

- Choose the “Pickup location/ library site” to collect it from
- Click “Send Request”
- You will receive an email to say when the item is ready to collect from the site you have requested.

<p>Request</p> <p>Material Type Book</p>	<p><input type="text" value="★ Pickup Location"/> ▼</p> <p><input type="text" value="Terms of Use"/> ▼</p> <p><input type="text" value="Comment"/></p> <p>↻ RESET FORM</p> <p><input type="button" value="▶ SEND REQUEST"/></p>
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