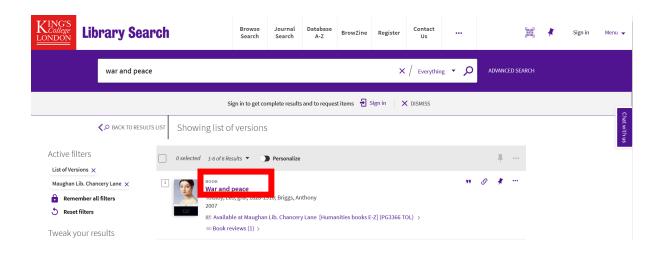
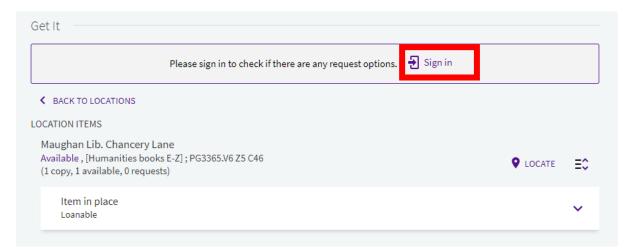
## To request an item for Click & Collect:

- Go to <u>Library Search</u>,
- 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



• Sign in



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



- 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.

