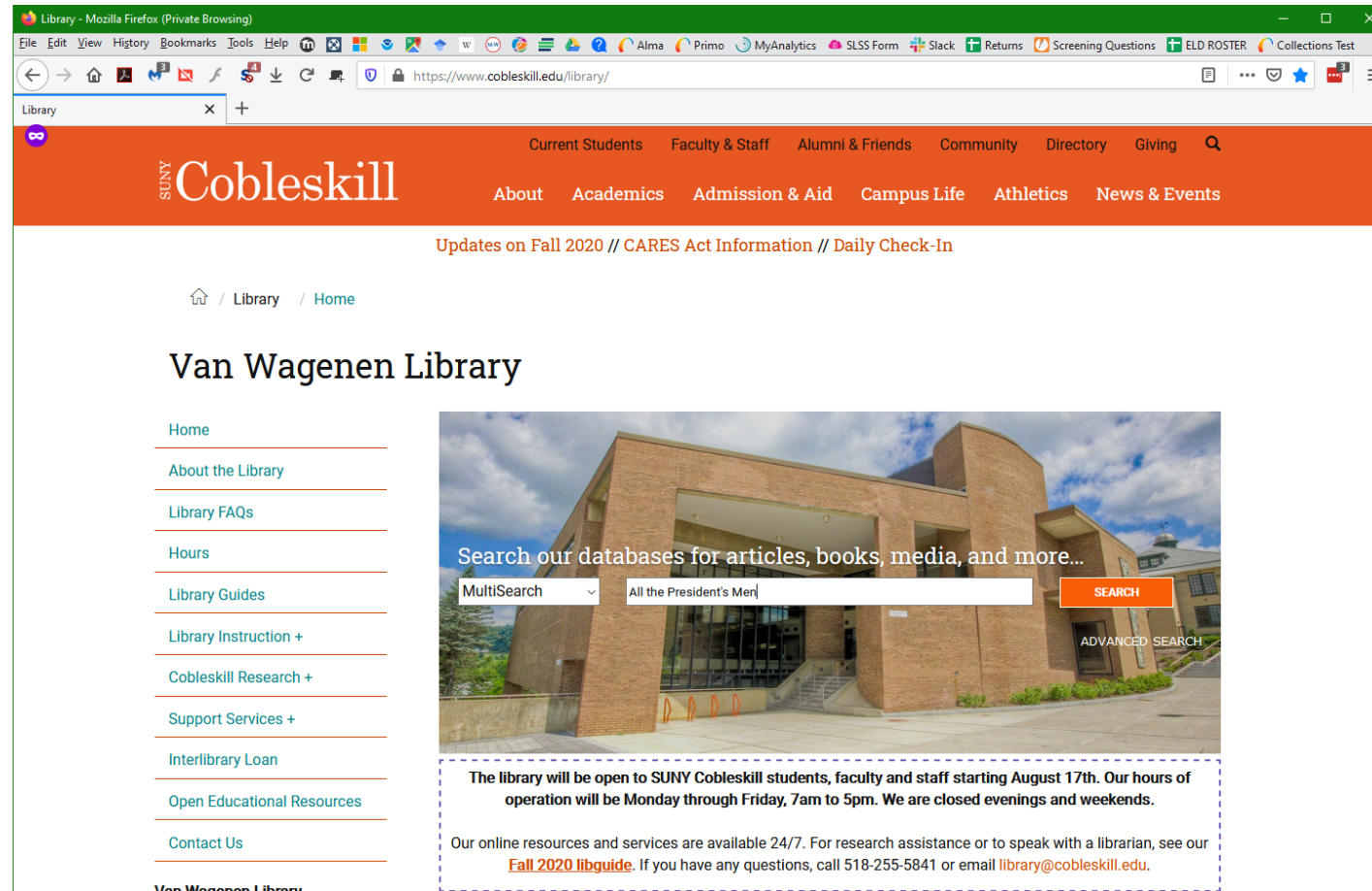


Requesting Items in the Library Catalog

Fall 2020

1. Search for the item you want to request on the Library's home page



2. Find the record for the item in the results list and click on the title

The screenshot shows a web browser window displaying the Ex Libris Discovery search results for the query "All the President's Men". The browser's address bar shows the URL: https://suny-cob.primo.exlibrisgroup.com/discovery/search?institution=01SUNY_COB&vid=01SUNY_COB:01SUNY_COB&tab=ourlib&search. The page header includes the Cobleskill Van Wagenen Library logo and navigation links: Remote Services, New Search, Get Help, Database List, Search for Journals, Collections, Sign in, and Menu. The search bar contains the text "All the President's Men" and a "MultiSearch" button. Below the search bar, the results are displayed on "PAGE 1" with "2,451,466 Results". The left sidebar offers options to "Refine your results" with checkboxes for "Include other libraries' items", "Open Access", "Scholarly Sources", "Physical Materials", and "Available online". It also includes dropdown menus for "Limit To", "Publication Date", "Material Type", "Language", "Collection Location", "Journal Title", and "Database". The main results area lists three items:

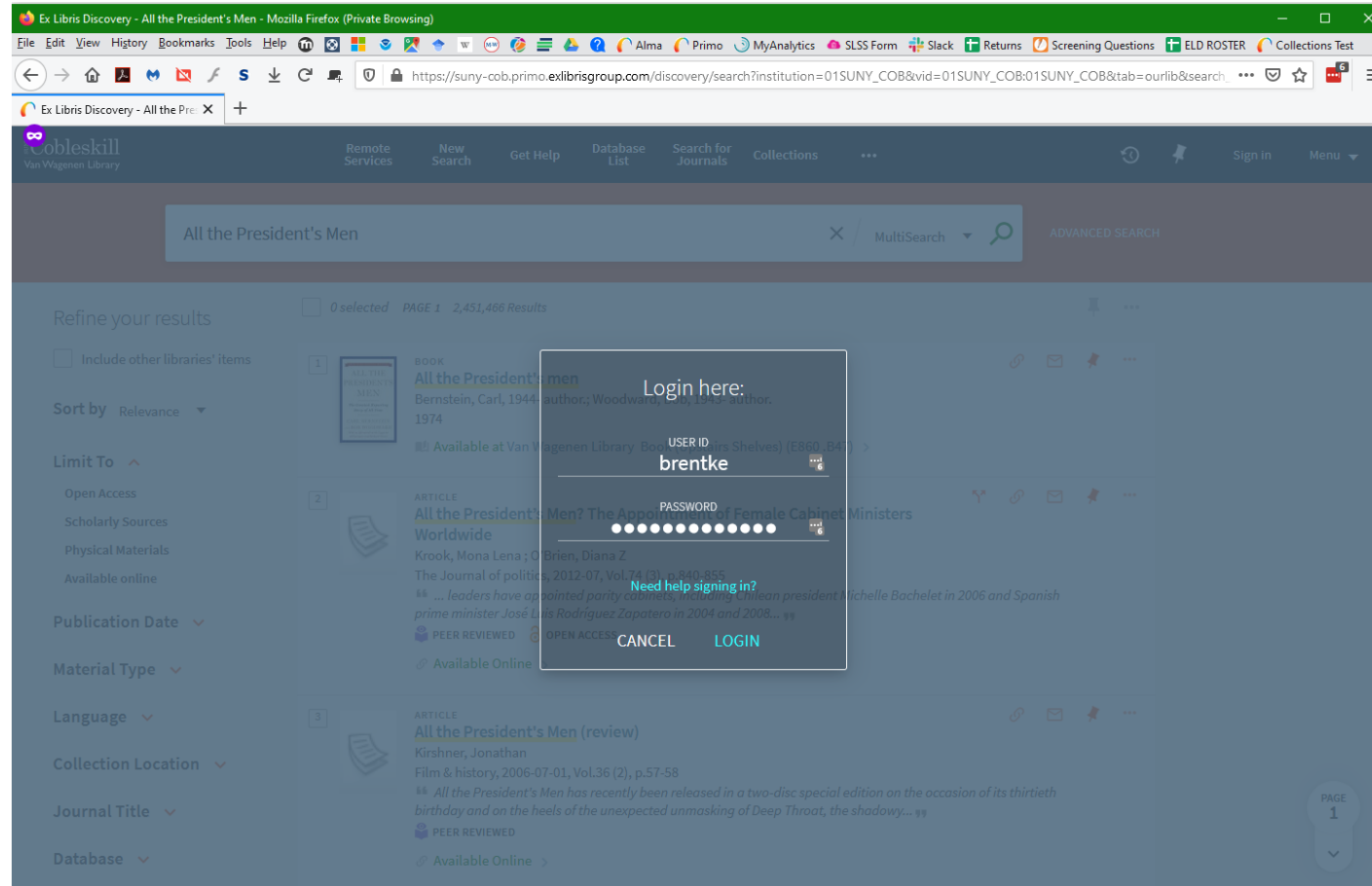
- BOOK**
All the President's men
Bernstein, Carl, 1944- author; Woodward, Bob, 1943- author.
1974
Available at Van Wagenen Library Book (Upstairs Shelves) (E860 .B47) >
- ARTICLE**
All the President's Men? The Appointment of Female Cabinet Ministers Worldwide
Krook, Mona Lena; O'Brien, Diana Z
The Journal of politics, 2012-07, Vol.74 (3), p.840-855
... leaders have appointed parity cabinets, including Chilean president Michelle Bachelet in 2006 and Spanish prime minister José Luis Rodríguez Zapatero in 2004 and 2008...
PEER REVIEWED OPEN ACCESS
Available Online >
- ARTICLE**
All the President's Men (review)
Kirshner, Jonathan
Film & history, 2006-07-01, Vol.36 (2), p.57-58
All the President's Men has recently been released in a two-disc special edition on the occasion of its thirtieth birthday and on the heels of the unexpected unmasking of Deep Throat, the shadowy...
PEER REVIEWED
Available Online >

The bottom right corner of the page shows "PAGE 1" with a downward arrow indicating more results.

3. If a yellow bar with a Sign In link appears, you need to sign in to see the request options

The screenshot shows a web browser window displaying a library catalog entry for the book "All the President's men". The browser's address bar shows the URL: https://suny-cob.primo.exlibrisgroup.com/discovery/fulldisplay?docid=alma990000227140204819&context=L&vid=01SUNY_COB:01SUNY_. The page header includes the "Cobleskill Van Wagenen Library" logo. The main content area displays the book title "All the President's men" by Bernstein, Carl, 1944- author; Woodward, Bob, 1943- author. The year 1974 is also shown. A yellow banner with the text "Please sign in to check if there are any request options." and a "Sign in" link is prominently displayed. Below this banner, the "LOCATION ITEMS" section shows the book is available at the Van Wagenen Library (Upstairs Shelves) E860 .B47, with 1 copy, 1 available, and 0 requests. A dropdown menu for "Available Loanable" is visible. The left sidebar contains various filters and options, including "Refine your", "Sort by", "Limit To", and "Publication". The bottom section shows the book's details, including the title "All the President's men" and the creator "Bernstein, Carl, 1944- author."

4. Sign in with your regular Cobleskill credentials



5. Find the Place Request link in the Get It section

(where the yellow bar was before)

The screenshot shows a web browser window displaying a library catalog entry for the book "All the President's Men". The browser's address bar shows the URL: https://suny-cob.primo.exlibrisgroup.com/discovery/fulldisplay?vid=01SUNY_COB:01SUNY_COB&search_scope=ourlibrary&tab=ourlib&docid=.... The page features a sidebar on the left with navigation links: TOP, SEND TO, GET IT, DETAILS, VIRTUAL BROWSE, and LINKS. The main content area displays the book's title, authors (Bernstein, Carl, 1944- author.; Woodward, Bob, 1943- author.), and the year 1974. Below this, there is a "Get It" section with a "REQUEST:" label and two buttons: "Place Request" (highlighted with a yellow bar) and "Request a Scan". Further down, the "LOCATION ITEMS" section lists "Van Wagenen Library" and "Available, Book (Upstairs Shelves) E860 .B47" with a note "(1 copy, 1 available, 0 requests)". A dropdown menu shows "Available" and "90 Days Loan".

BOOK
All the President's men
Bernstein, Carl, 1944- author.; Woodward, Bob, 1943- author.
1974
Available at Van Wagenen Library Book (Upstairs Shelves) (E860 .B47) >

TOP
SEND TO
GET IT
DETAILS
VIRTUAL BROWSE
LINKS

Get It
REQUEST: **Place Request** Request a Scan

< BACK TO LOCATIONS

LOCATION ITEMS
Van Wagenen Library
Available, Book (Upstairs Shelves) E860 .B47
(1 copy, 1 available, 0 requests)

Available
90 Days Loan

Details

6. Optionally select a date after which you no longer want the item, then click Send Request

The screenshot shows a web browser window with the title "All the President's men - SUNY Cobleskill - Mozilla Firefox (Private Browsing)". The address bar shows the URL: https://sunny-cob.primo.exlibrisgroup.com/discovery/fulldisplay?vid=01SUNY_COB:01SUNY_COB&search_scope=ourlibrary&tab=ourlib&docid=

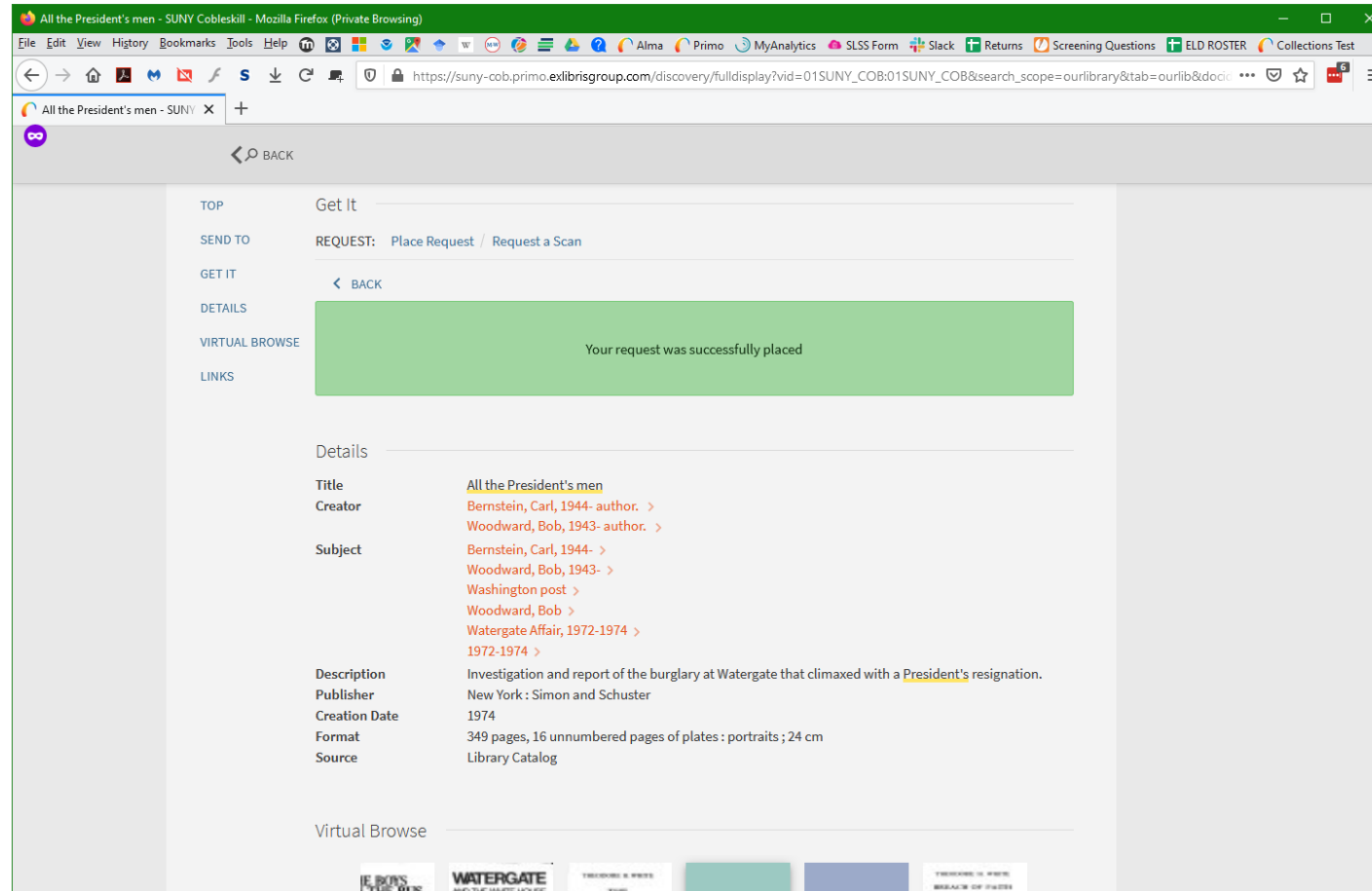
The page has a sidebar on the left with the following links: TOP, SEND TO, GET IT, DETAILS, VIRTUAL BROWSE, and LINKS. The main content area is titled "Request" and contains a form with the following fields:

- Pickup Location: Van Wagenen Library
- Material Type: Book
- Not needed after: A date picker icon followed by a "Date" label and a dropdown arrow.
- Comment: A text input field.
- RESET FORM: A button with a circular arrow icon.
- SEND REQUEST: A green button with a right-pointing arrow icon.

Below the form, there is a "Details" section with the following information:

- Title: [All the President's men](#)
- Creator: [Bernstein, Carl, 1944-](#) author. > [Woodward, Bob, 1943-](#) author. >
- Subject: [Bernstein, Carl, 1944-](#) > [Woodward, Bob, 1943-](#) > [Washington post](#) > [Woodward, Bob](#) > [Watergate Affair, 1972-1974](#) > [1972-1974](#) >

7. A green bar will show up when the request has gone through



8. You can request a scan of just a chapter if that's all you need; use the Request a Scan button

The screenshot shows a web browser window with the URL https://suny-cob.primo.exlibrisgroup.com/discovery/fulldisplay?docid=alma990000227140204819&context=L&vid=01SUNY_COB:01SUNY_C. The page is titled "All the President's men - SUNY Cobleskill" and features a sidebar with navigation options like "Include other", "Sort by", "Limit To", "Open Access", "Scholarly Source", "Physical Material", "Available online", "Publication Date", "Material Type", "Language", "Collection Location", "Journal Title", "Database", "Subject", "Author/Created", and "Recently Added". The main content area is titled "REQUEST: Place Request / Request a Scan" and includes a "BACK TO ITEMS" link. Below this is a "Digitization Request" form with the following fields: "Partial" (checked), "Chapter/Article Title", "Chapter/Article Author", "Start page", "End page", "Full Chapter?" (unchecked), "Comment", "Not needed after" (with a date picker), "RESET FORM", and a green "SEND DIGITIZATION REQUEST" button.

9. If the item is checked out, you can use the Place Request link to get our copy when it comes back, or you can request the item through the Interlibrary Loan link (probably faster)

The screenshot shows a web browser window displaying a library catalog entry for "The library instruction cookbook" by Sittler, Ryan L.; Cook, Douglas, 1951-2009. The page is titled "The library instruction cookbook - SUNY Cobleskill - Mozilla Firefox (Private Browsing)". The URL in the address bar is "https://suny-cob.primo.exlibrisgroup.com/discovery/fulldisplay?docid=alma990000840500204819&context=L&vid=01SUNY_COB:01SUNY_". The page features a sidebar on the left with navigation options like "Refine your", "Sort by", "Limit To", "Publication", "Material Type", "Language", "Collection", "Journal Title", and "Database". The main content area shows the book's title, author, and a status of "Not Currently Available". Below this, there are links for "Place Request", "Request a Scan", and "Interlibrary Loan". A section titled "LOCATION ITEMS" lists "Van Wagenen Library" with the note "Not currently available; see below , Book (Upstairs Shelves) Z711.25.C65 L53 2009 (1 copy, 0 available, 0 requests)". A loan status box indicates "On loan until 11/09/2020 5:00 PM" and "90 Days Loan". The bottom section, "Details", provides the title, creator, and subject of the book.

BOOK
The library instruction cookbook
Sittler, Ryan L.; Cook, Douglas, 1951-2009
Not Currently Available >

TOP
SEND TO
GET IT
DETAILS
VIRTUAL BROWSE
LINKS

Send to
PRINT
CITATION
PERMALINK
EMAIL
REPORT ISSUE

Get It
REQUEST: [Place Request](#) / [Request a Scan](#) / [Interlibrary Loan](#)
[BACK TO LOCATIONS](#)

LOCATION ITEMS
Van Wagenen Library
Not currently available; see below , Book (Upstairs Shelves) Z711.25.C65 L53 2009
(1 copy, 0 available, 0 requests)
On loan until 11/09/2020 5:00 PM
90 Days Loan

Details
Title [The library instruction cookbook](#)
Creator [Sittler, Ryan L.](#) >
[Cook, Douglas, 1951-](#) >
Subject [Library orientation for college students](#) >

10. No matter what kind of request you place, you'll get an email when the item is ready to pick up

- Didn't find the item you're looking for? Other questions? Ask a librarian for more help:
 - <https://libraryguides.cobleskill.edu/research/GettingHelp>
 - Chat link on the Getting Help Library Guide
 - Call 518-255-5841
 - Text 518-444-5485
 - Email libraryresearch@cobleskill.edu