how to request items from the LRS

1. Search the library catalogue

2. Select the item you want. If it’s held in the LRS, you will see Library Retrieval System under Location.

3. Click Request From LRS. This form will appear:
   a. If an LRS item says ‘in-transit’ it means the item is on its way to the LRS to be stored. Once it is available for request the blue Request from LRS button will appear.

4. Fill in your details, and click ‘Request’
   You will be notified when the item is ready for collection.

Pick up item from either
Items will be held there for 7 days.

Open Reserve at the City Campus Library (Level 2)
Hold Shelves at the Kuring-gai Campus Library (Level 4)

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