1. Search the catalogue at: library.dow.cam.ac.uk (a Raven login is required)

NB: Downing books do not appear on the University’s iDiscover catalogue and our requesting process is different.

2. Click on the title for details
Collect from here after receiving our email.
Collection can be made 10.30-4.30 Mon-Fri; present your University card and move back to allow staff to deliver your books.

3. Check the book you want is available and note the classmark and location along with the book’s title and author (just the first author if there are multiple)

4. You can request up to 8 books at a time. Email library@dow.cam.ac.uk with your list of books including, for each book:
   - AUTHOR
   - TITLE
   - CLASSMARK
   - LOCATION

5. We will aim to have requests ready by the next working day. We will email you when your books are ready for collection.
   - Collection is from the window to the right of the library’s main front door
   - Books may be collected with your University card 10.30am-4.30pm Monday to Friday (call through or knock on the window)
   - Let us know if your request is urgent and we will do our best to help