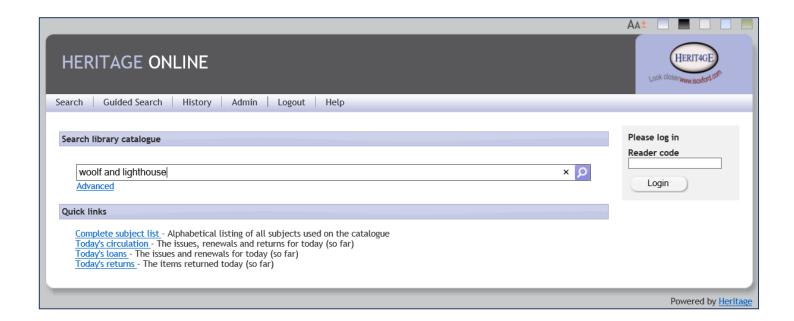
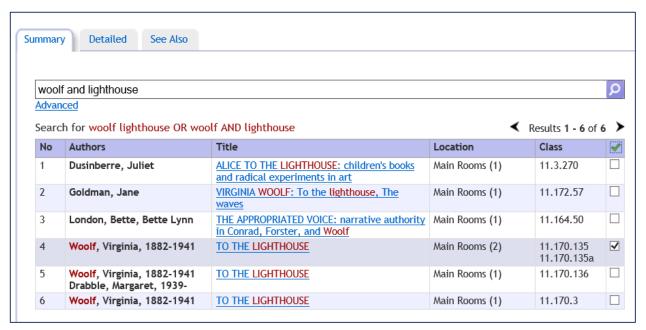
Request & Collect – for screen readers

- * Seasoned Downing library users: skip to point 3*
- **1.** Search the catalogue at: library.dow.cam.ac.uk (a Raven login is required). Use Boolean operators (AND, OR, NOT) to produce more accurate results and press enter to search.
- NB: Downing books **do not** appear on the University's iDiscover catalogue and our requesting process is different.



2. Click on the title you want for details and to find out if the book is available



3. Find the item details and check the availability. The 'Status' shows if it is available and this and the location are listed against copies at the bottom of the detailed record (see note below). You will need the book's title, author, location and 'Class' (which is the classmark or shelfmark). All these details are available on the catalogue record.

NB:

- 'Cataloguing' books can usually be expedited if you make a specific request to staff
- 'Display' books can be borrowed as normal *please mention the book status in your email*
- 'On loan' books can be reserved if you will still want them after the displayed 'Due date'
- **4.** Email library@dow.cam.ac.uk with your list of books. You can request up to 8 books at a time.

Include, 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 (knock or ring the bell)
 - Let us know if your request is urgent and we will do our best to help
 - If you need extra assistance, for example collection from the Porters' Lodge, please give details in your request email.