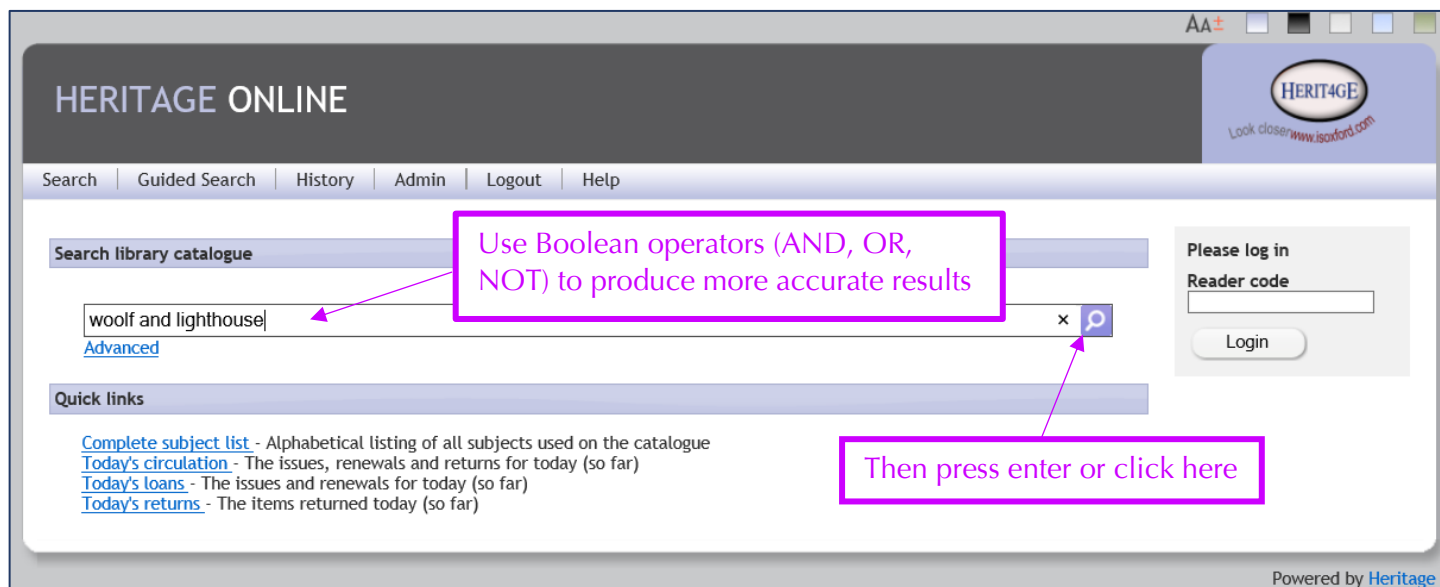


# Request & Collect

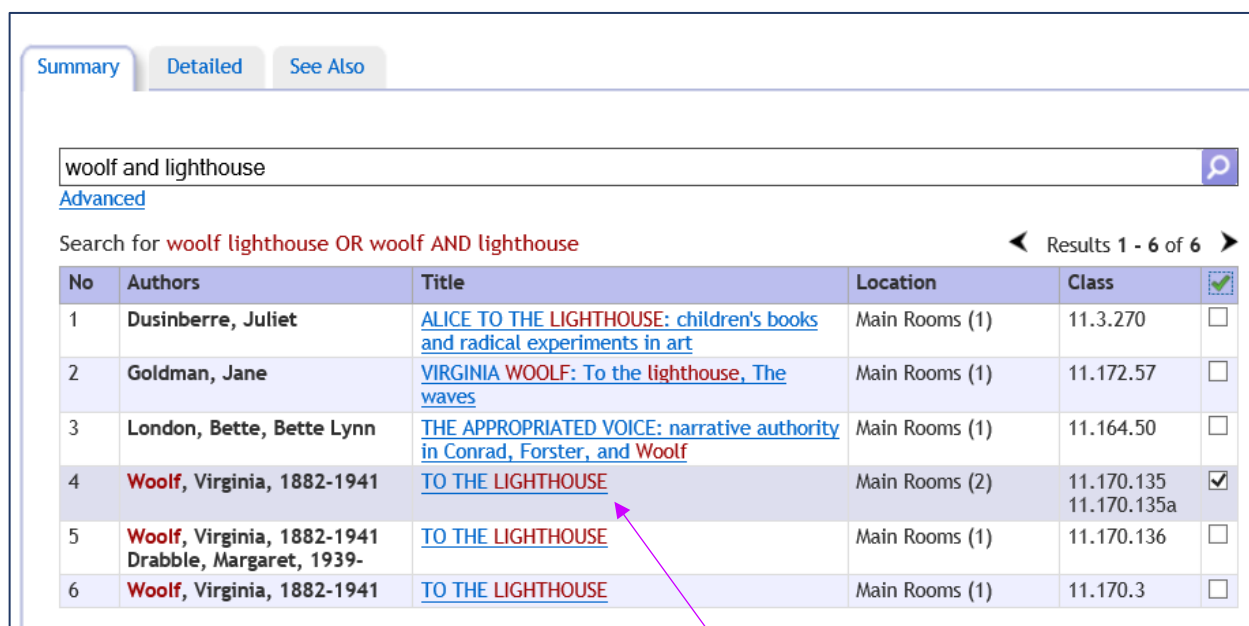
Seasoned Downing library users: skip to point 3

1. Search the catalogue at: [library.dow.cam.ac.uk](http://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



Click through to details to find out if the book is available

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)

Search for **woolf lighthouse** OR **woolf AND lighthouse** Result 4 of 6

4  Reserve

Standard no. C10K Medium Book Class **11.170.135**

★ Title **TO THE LIGHTHOUSE**

★ Authors **Woolf, Virginia, 1882-1941** (author)

Imprint Harmondsworth Middx: Penguin Books, 1964

Series

Subjects

Keywords

Associated

Related

Notes (TRI) English

Citation **Woolf, V.1.** (author.) (1964) **TO THE LIGHTHOUSE**. Harmondsworth Middx: Penguin Books.

Price £4.02 Language English

Collation 236 p. ; 18 cm Reservers

Copy no.	Loan type	Location	Status	Due date	Shelfmark
1	Standard loan	Main Rooms	On Loan	29 Apr 2019	
2	Standard loan	Main Rooms	Available		

**Classmark/shelfmark**  
\*note this down\*

**Location**  
\*note this down\*

Don't forget to check it's not already on loan! (This will also show if it's reserved, on display, or still cataloguing)  
See note below

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. You can request up to 8 books at a time. Email [library@dow.cam.ac.uk](mailto: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



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

Loaned books can also be returned to this window during staffed hours