

# How to Place Requests for Georgia Tech Library Items (Emory faculty, staff & students only)

1. Sign in to [discoverE](#). Click **Georgia Tech LSC** to narrow search. Click item title.

The screenshot shows search results for the book 'Fast reactor physics 1979 : proceedings of an international symposium on fast reactor physics'. On the left, a list of libraries is shown: Georgia Tech Library Service Center (554), Marian K. Heilbrun Music Media (415), and Rose Library (MARBL) (108). The main result shows the book title, author 'International Symposium on Fast Reactor Physics (1979 : Aix-en-Provence, France); International Atomic Energy Agency', and publisher 'Vienna : International Atomic Energy Agency ; 1980'. A note states 'Physical resource may be available at other libraries'. Red arrows point to the library list and the book title.

2. Click **Physical Resource**. Click **Check Availability**.....

This screenshot shows the 'Physical Resource' and 'Details' tabs for the book. The 'Physical Resource' tab is selected, showing the book title and publisher information. The 'Details' tab is also visible. A red arrow points to the 'Physical Resource' tab. Below the tabs, there is a link: 'EMORY [Check availability in other institutions\(1\)](#)'. A red arrow points to this link.

3. If item is available, click **Georgia Tech**.

If not available, request may be placed through Interlibrary Loan at <https://illiad.library.emory.edu/logon/>

The screenshot shows the 'Available' status with a green dot and the text 'Available' circled in red. Below it, the 'Other Institutions' list includes 'Georgia Tech', which is highlighted with a red arrow. A yellow box contains the text: 'NOTE: If available, but "no results found" error occurs, switch browsers.'

4. First time users, click **Register to Georgia Tech Library** to automatically create an account. Click **Request**.

This screenshot shows the 'Request Options' section with a link 'For request options Register to Georgia Tech Library' circled in red. Below it is a table with columns: Barcode, Type, Policy. The first row shows Barcode 50671002199864, Type Book, and Policy 'Please sign in to see availability.'. To the right, there is a table with columns: Policy, Description, Status, Options. The first row shows Policy 120 Day Loan, Description VOL 1, Status Item in place (0 requests), and Options Request (with a red arrow pointing to the link). The second row shows Policy 120 Day Loan, Description VOL 2, Status Item in place (0 requests), and Options Request.

5. Select your **Pickup Institution** and **Pickup Library**. Click **Request**.

Science Commons requests are usually delivered from Library Service Center within 24 hours (weekends & holidays excluded).

The screenshot shows the pickup location selection form. It includes a dropdown for 'Pickup Institution' with 'Emory University' selected, and a dropdown for 'Pickup Library' with 'Science Commons' selected. Red arrows point to both dropdowns. Below the form are 'Cancel' and 'Request' buttons, with a red arrow pointing to the 'Request' button.

**Questions?** Please email the Science Commons service desk at [scicomm@emory.edu](mailto:scicomm@emory.edu)