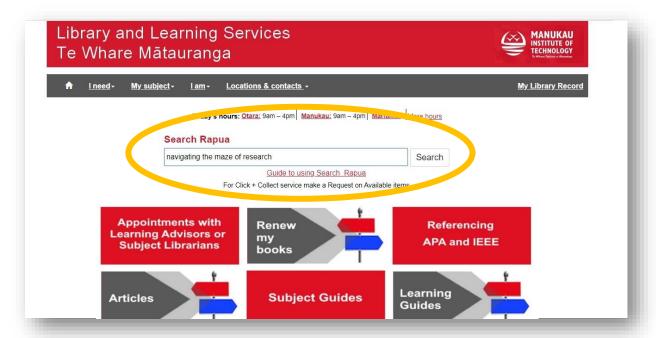
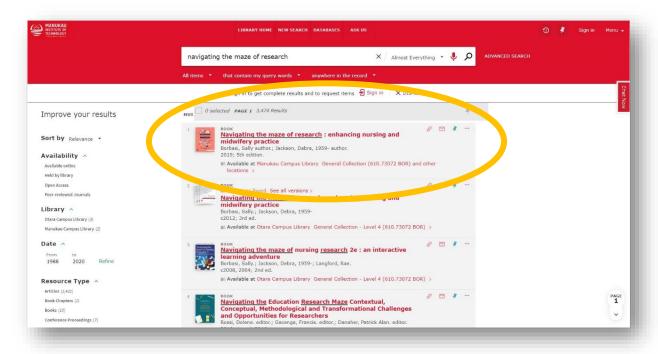
Requesting items for pick up from an MIT Library

Requesting a book is useful for click and collect, if there are currently no available copies of the book or if it is not at the campus you would like to pick it up from.

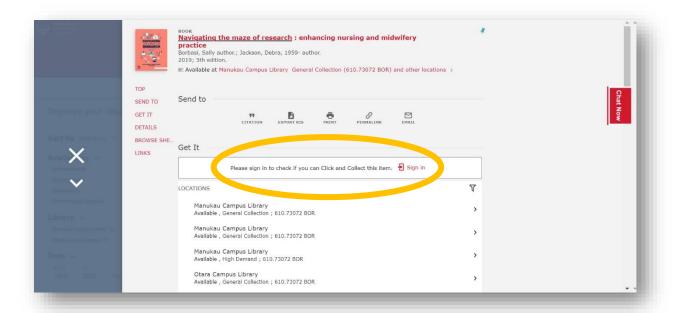
• Search for items on our website using Search Rapua. Put in keywords, author name or the title of the book.



• Click on the title of the book you are interested in.



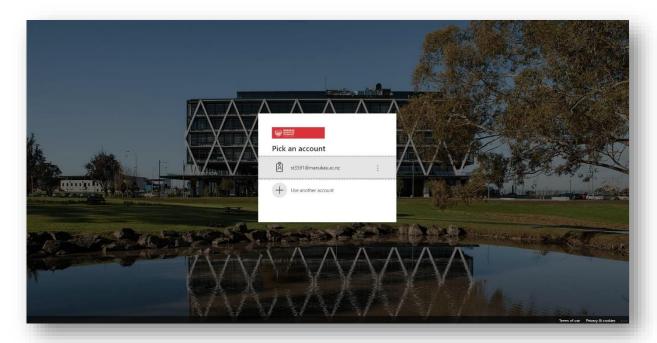
- You will now be able to see details of book locations and availability.
- Click on 'sign in', found under 'Get It'.



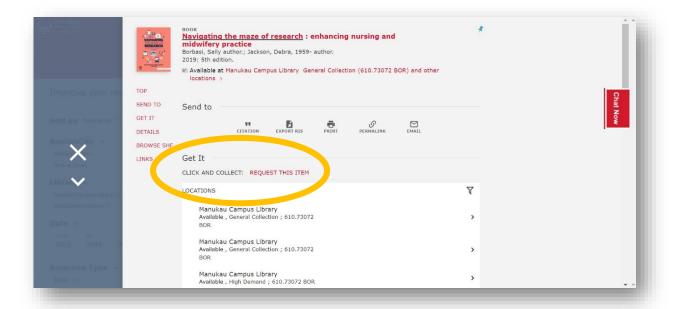
• Click on MIT Students & Staff



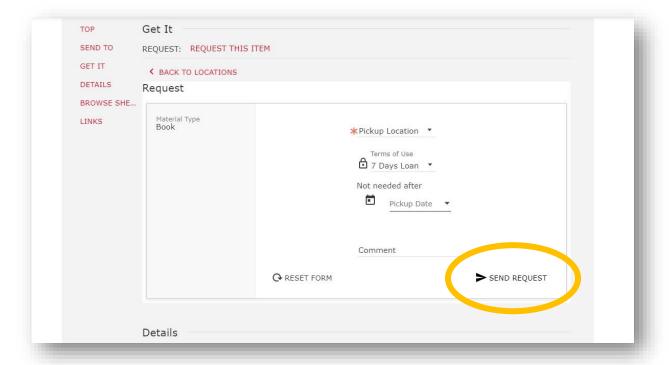
• Log in using your full MIT email and password.



• 'Request this item' will now be showing. Click on this.



- Choose where you would like to pick up the book from (you can get a book from Ōtara sent to Manukau for instance). Click and collect from the same location will usually be ready on the same day, requests and pick up from another location normally takes 1-2 days.
- If you don't require the book anymore after a certain date you can choose this too or you can add a comment for the librarian.
- Then click on 'send request'.



- A note should show that your request was successfully placed.
- You will receive an email and text message when the book is ready to be picked up. Please pick it up within 3 days during library opening hours from the location you chose.

