1. Log into Alma with the AlmaAdmin or the CircAdmin user

2. Search for All titles > Keywords > The Immortal Life of Henrietta Lacks

3. Click Physical (2) to see the holdings

4. Click on the row actions list and select “Request”
5. Select Request Type: Patron Physical Item Request

6. Click “Submit”

7. Search for the patron, Zola Kane

8. Select Pickup At: Main Campus/Music Library

9. Click Submit

10. To place a hold on a specific copy of a book, search for Physical Items > Title > Astrophysics for people in a hurry signed copy

11. Click “Request”
12. Select Request Type: Patron Physical Item Request

13. Search for the patron, Zola Kane

14. Select Pickup At: Main Campus/Music Library

15. Go to Fulfillment > Pick From Shelf to see titles that are ready to have call slips printed

16. Go to Fulfillment > Active Hold Shelf to see the titles on the hold shelf
17. Go to Fulfillment > Expired Hold Shelf to see the items that have expired

18. Go to Fulfillment > Monitor Requests & Item Processes to see the full list of item requests