How to request an item from another UW library using Search@UW

1. Visit the UW Barron County Library homepage:  www.barron.uwc.edu/library

2. On the library’s homepage, look for the Search@UW search box:

3. Scroll through the results until you find a desirable title. If there are multiple versions, click on the title:
4. Scroll through the results until you find the **desired version (look for the publication year)**. Click on the **Locations** tab to see if there are physical copies available at other libraries:

   *NOTE: Some items say they are “Available on the Internet.” Due to licensing restrictions, not all of these are accessible at every campus.*

5. Click on the **Find & Request** tab and click “**You must sign-in in order to place requests**”: 
6. Click “UW Colleges students/staff login here”:

![Click the students/staff login link](image)

7. Enter your PRISM username and password:

![Log in with your PRISM username and password](image)
8. Carefully choose from the drop-down menus and review all the information before submitting the request. **IMPORTANT: Be sure to choose UW Barron as your pick up location:

9. After you click Submit, a message should appear that your request was successful. Your item should arrive at the UW Barron County Library within a few days, and you will receive an email via your student email account when the item is ready to pick up.