Doorside delivery is available for all materials available for check out from the Olin Library. Follow the steps below to request an item from our collection to be delivered in a socially distant manner.

1. Type in the title of the book or piece of equipment in our online catalog: https://rollins.edu/library

2. Click on the title
3. **Sign In**

![Book information](https://example.com/book-info)

Send to

Get It

REQUEST OPTIONS:

| Hide Details |

(1 copy, 1 available, 0 requests)

1-1 of 1 Records

<table>
<thead>
<tr>
<th>BARCODE</th>
<th>TYPE</th>
<th>POLICY</th>
<th>DESCRIPTION</th>
<th>STATUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>32066003078196</td>
<td>Book</td>
<td>Loanable</td>
<td></td>
<td>Item in place</td>
</tr>
</tbody>
</table>

4. **Enter your Rollins Credentials**

![Login interface](https://example.com/login-interface)

Fox ID: [ ]
Password: [ ]

Login  Back
5. **Click on Request Pickup**

6. **Fill in the details of your request.** The “Not Needed After” date will not speed up or slow down the processing of your request; it simply lets us know when you’d no longer be interested if your item is not immediately available.
7. Click on Request Pickup

Details of title you requested:

Pickup Location: *Olin Library

Not Needed After: ____________________________ * 

Comment: ____________________________________

CANCEL  

REQUEST PICKUP

8. The request is now submitted to the Circulation Desk. Staff checks the requests, retrieves the item, checks it out to you, places non-equipment items on the cart on the front porch of the Olin Library, and sends you an email when it is ready for retrieval. You have 3 days to pick up your request.

9. If the item is not available, Staff will email you with alternative ways to access the item.

10. **Equipment requests** will be placed in the secure lockers located on the front porch of the Olin Library. The email telling you your materials are ready for pick-up will be sent to you from Packcity Lockers.