Mediated (Staff-side) Requests  

Use these guidelines to place mediated requests for ReCAP material on patron’s behalf.

1. Retrieve Voyager Bib ID in CLIO
   a. Go to "MARC View" of desired record
   b. Copy the data in the 001 field (Voyager Bib ID)

2. Go to Request Form Page
   (https://www1.columbia.edu/sec/cu/libraries/offsite/offreq.html)
   a. Use first option, "Mediated request"
   b. Paste Voyager Bib ID in text box
   c. Click on Submit

3. Complete the item request form
   a. Confirm both title and volume
   b. Select delivery method & delivery location
   c. Fill in requesting patron's contact information (email required)
   d. Click on Submit button

Link to full instructions:
https://www1.columbia.edu/sec/cu/libraries/bts/recap/Mediated_Requests.html

Staff contact: Zack Lane, ReCAP Coordinator: zl2114@columbia.edu and (212) 851-5621