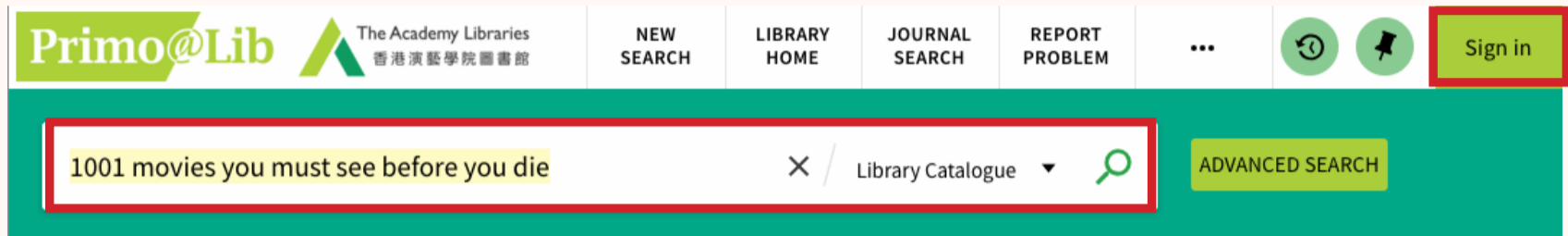# NEW SERVICE:

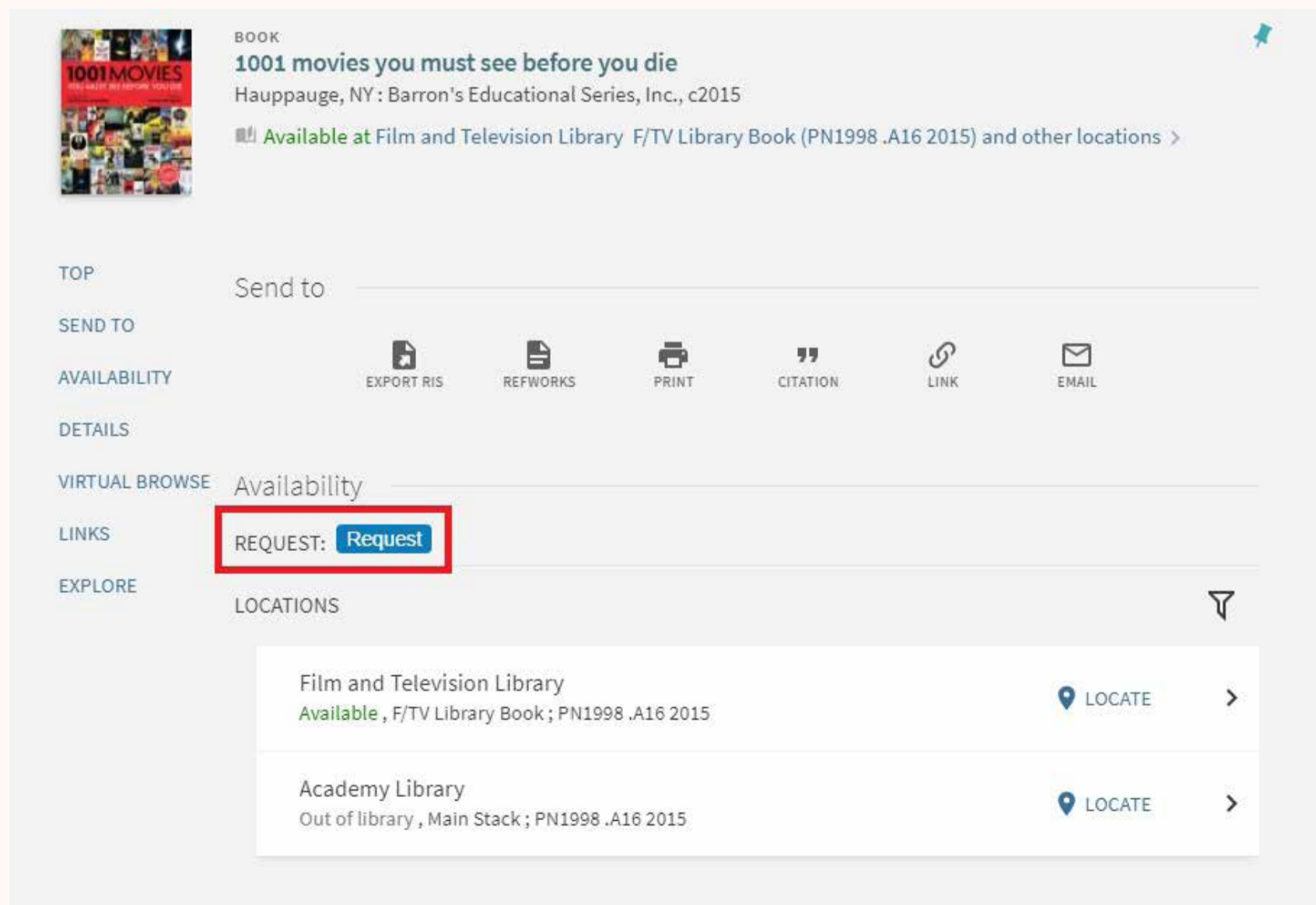## ONLINE REQUEST FOR INTER-CAMPUS LOANS

http://lib.hkapa.edu

1. You will need to sign in Primo @Lib to make request. Enter Keyword in the search bar to start searching.

2. Click on the title to view the full record.

3. Click "Request" button under Availability.

4. Pickup location will automatically be set to the other library (not the holding library). Select a date after which the requested item is no longer needed, and click "SEND REQUEST".

5. The following message will be shown if the request is successful.

6. You will receive an email notification when the requested item is ready for pickup. The latest status of the requested item can also be found in the "REQUESTS" tab of "My Library Record"