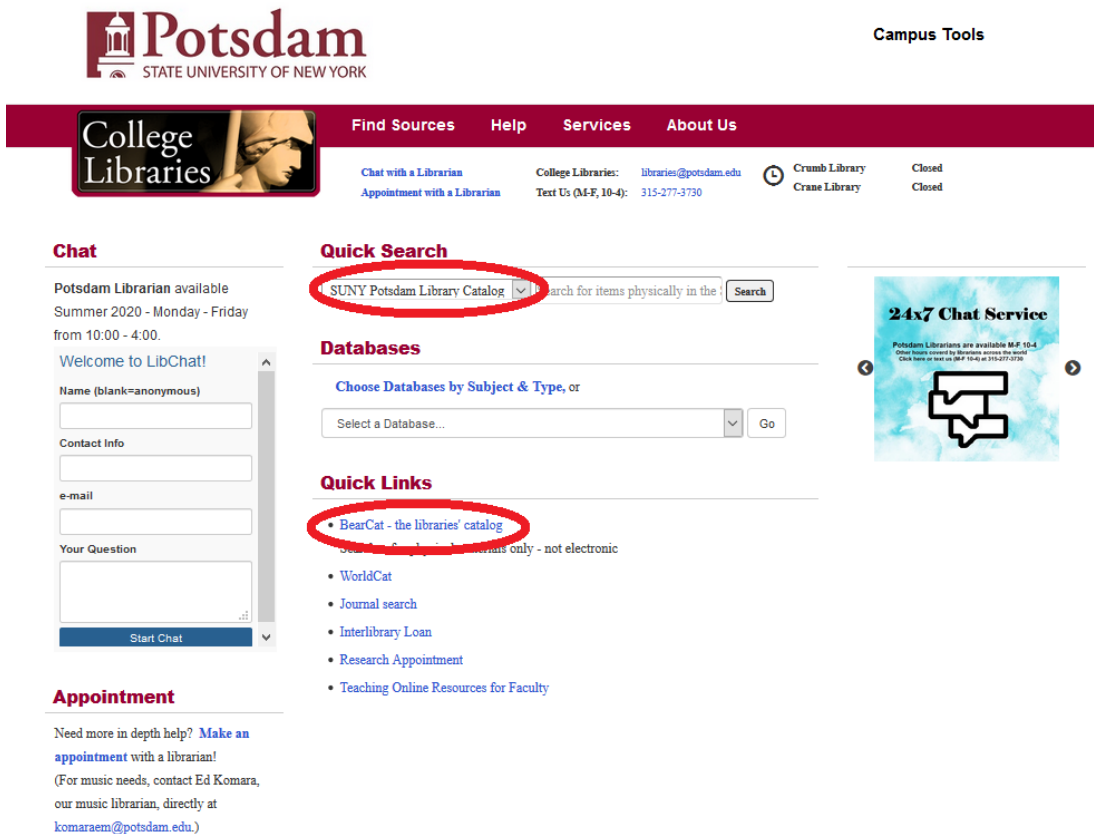
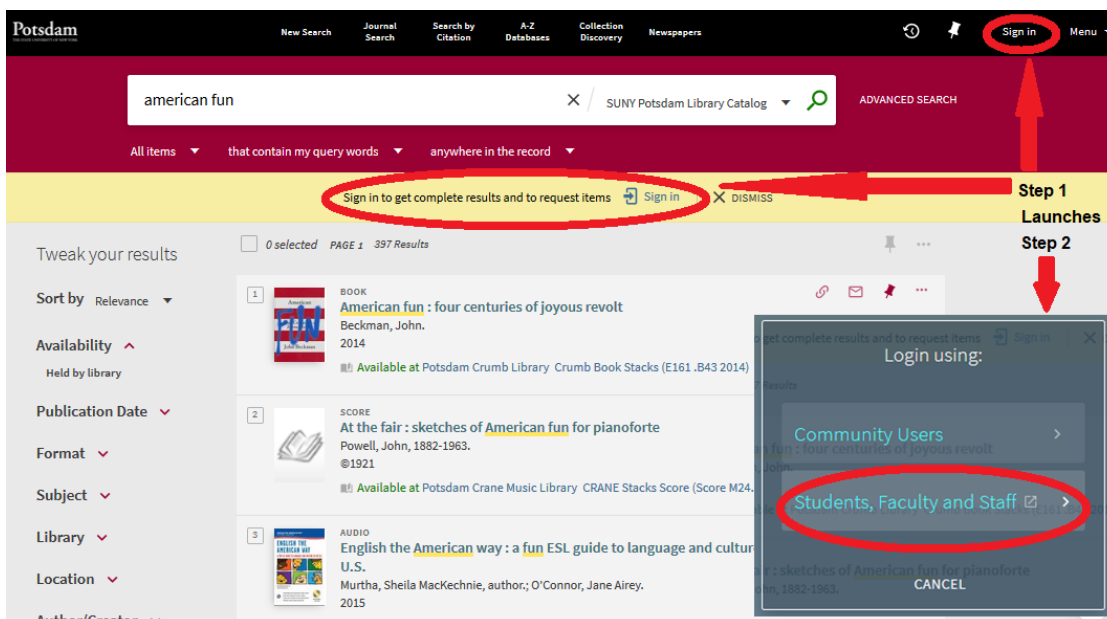


# Instructions for Library Materials Pickup (LaMP) service

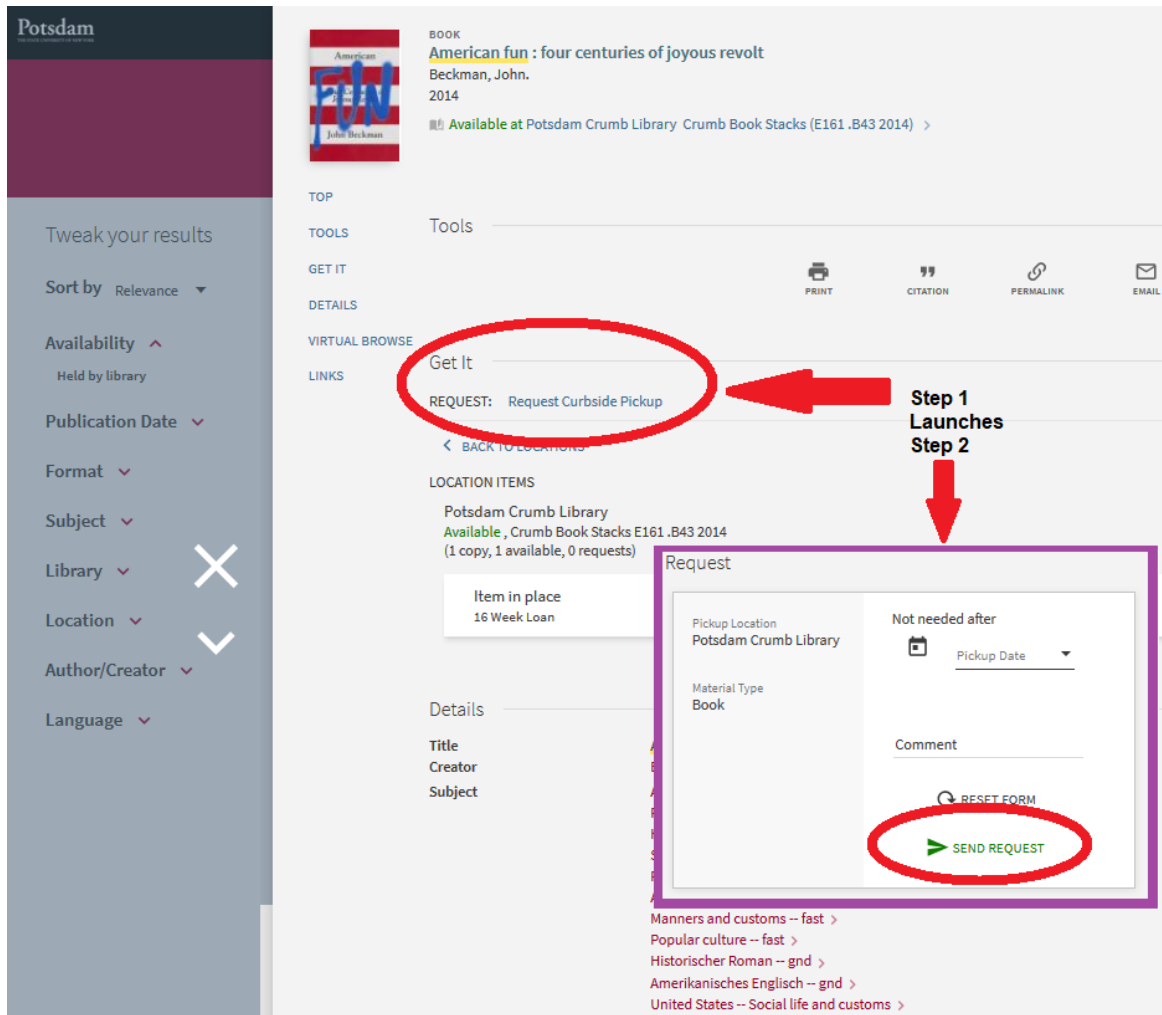
**First** - Go to the library website (<https://library.potsdam.edu/home>) and search **BearCat**, the SUNY Potsdam Library Catalog, for the material you want.



**Second** - **Sign in**. You will use your SUNY Potsdam login. If you are already logged into another Potsdam service, like e-mail, you will go straight through. Otherwise you will be directed to the SUNY Potsdam Login screen.



**Third** - Click on the item that you want us to get for you and **click on the “request curbside pickup” link** from the middle of the page. *This link does not show up unless you are logged in and looking at a **single** item. It is NOT on the longer list of results.*



**Fourth** – You will receive an e-mail confirming that you have requested the material.

**Fifth** – Timing:

- Submit requests by 8:00pm on Monday, Tuesday, Wednesday, and Thursday evening to be available the next day.
- Requests submitted on Friday and through the weekend will be available Tuesday. You can check on Monday, but we cannot guarantee that a three-day volume will be available on Monday.
- Pick up requests Monday – Friday either 10-12 or 2-4 at the Research Center in the Loughheed Learning Commons.
- Materials requested from collections in the **Crane library** may be retrieved at Crane library in Schuette Hall **after 10:00am the day after** they are submitted.

**Remember**

if you don't find what you're looking for in our catalog, we can borrow items from other libraries through Resource Sharing (<https://library.potsdam.edu/resourcesharing>) for Books and InterLibrary Loan (<https://library.potsdam.edu/ILL>) for Articles.