



# "Get it For Me" Instructions

**Completely FREE for faculty, students, and staff.**

We are committed to obtaining what you need, whether it's available in our own extensive collections or from other libraries across the country, or even overseas.

# 1

## New User Registration

1. Visit [getitforme.library.tamu](http://getitforme.library.tamu) to register using your TAMU NetID.
2. Choose your home library.
3. Click "sign in" to set up your account.



Note: You can have your items sent to your library location preference or directly to your campus mailstop (for faculty/staff only). Digital items will be automatically emailed to you.

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# 2

## Requesting an item

1. When you find an item in our catalog or databases, click the "Get It" button. Follow the prompt and simply click submit and your request will be processed. (Even if the item is checked out!)
  2. Can't find what you're looking for? Fill out a request in your *Get It For Me* account and we'll take care of the rest.
  3. You'll receive an email when your item is ready for pickup, or if you chose delivery it will arrive in your office mail (faculty/staff only).
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# 3

## More questions?

Check out our [Get It For Me FAQs](#).

