



How to Request Books from CUE Library During COVID-19

Currently, only CUE staff and faculty can request physical library materials from Concordia University of Edmonton Library.

Requests for physical materials from other NEOS Libraries (U of A, MacEwan, NorQuest, etc) are not available at this time.

REQUESTING ITEMS

Email your book requests to library@concordia.ab.ca

- In your email, include the item:
 - title
 - author
 - call number
 - or link copied from the [CUE Library catalogue](#)
 - See an example of [a book's catalogue record link here](#)
- The item(s) must be available in print at Concordia University of Edmonton
 - Requests for physical items from other NEOS libraries (U of A, MacEwan, NorQuest etc.) are not currently available

Once you have emailed your request, a library staff member will email you to let you know when you can pick up your item(s)

PICKING UP ITEMS

You will pick up and sign for your item(s) with Allan Guzak at the [Shipping and Receiving entrance](#) in the Plant Operations building.

- Call (780 378 8456) or email Allan (allan.guzak@concordia.ab.ca) prior to arriving at Plant Operations
- Please make sure to follow CUE's [Protocols for On-Campus Attendance](#)

RETURNING ITEMS

Return library item(s) in the [Book Return Box](#), located just outside the library's main doors

- Please make sure to follow CUE's [Protocols for On-Campus Attendance](#)