

Submitting a library request form via FredQuest

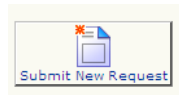
Go to <https://fredquest.fredonia.edu>

Click “log in”



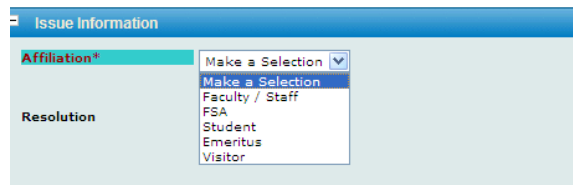
Log in with your Fredonia E-Services Username and Password

Click “Submit New Request”

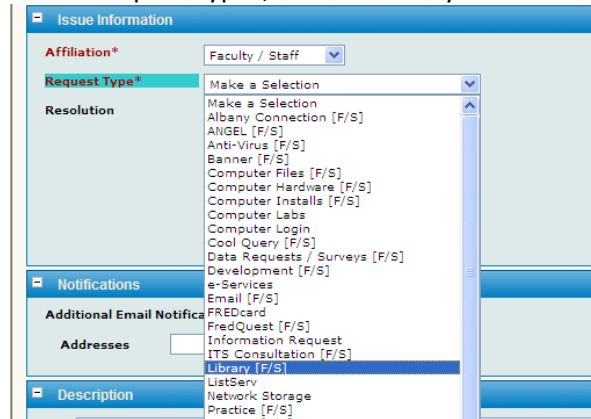


Fill out all information that is marked in RED, including the description. You can attach files, including assignments, syllabi, reading lists, etc. using the “Attachments” tab.

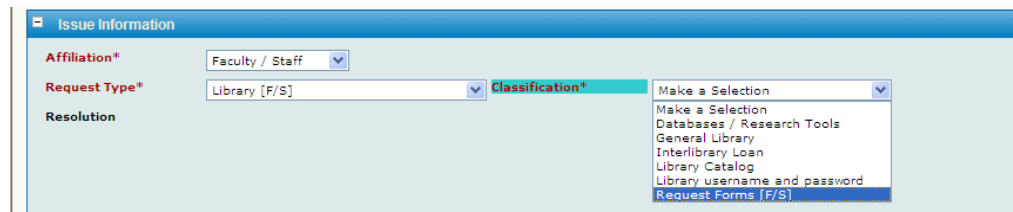
To find the library request forms, first pick your affiliation, which can be found under “issue information”



Under “request type”, choose “library”



Then “Request Forms”



Choose your request form from the list. A window will pop up with the information required to complete the form. **PLEASE DISABLE POPUPS IN YOUR BROWSER IN ORDER TO USE THE LIBRARY FORMS.**

Issue Information

Affiliation* Faculty / Staff

Request Type* Library [F/S] Classification* Request Forms [F/S] Category

Resolution

Category dropdown options: No Choice, Archival Research Request, Electronic Reserves, Individual Instruction, Library Instruction, Materials Request

In this example, a Library Instruction Request will be submitted.

When you are finished with the form, click “Save” at the bottom of the screen.

FootPrints - Windows Internet Explorer

https://fredquest.fredonia.edu/MRcgj/MRgotDecision_fields.pl?USER=hobbs&PROJECTID=5&MRP=0EdHzY&PID=87836&DECISIONFIELDNAME=Categ

Dependent Ticket Fields ** Mandatory fields are highlighted and marked with an asterisk.

Please fill out this form as completely as possible. Incomplete forms may not be processed. Please allow one week lead time for librarians to prepare for your class. If you wish, you can attach a syllabus or assignment in the attachment section of the ticket, to help the librarian better adapt your instruction.

Course Name/Number* [input field]

Number of Students in the Class [input field]

Preferred Date and Time* [input field]

Alternate Date/Time (if above is not available)* [input field]

Topic(s) to be covered [input field]

Instructor Preference No Choice

Please indicate any preferences for type of instruction [input field]

SAVE Note: You must click this 'SAVE' button BEFORE clicking the 'SAVE' button on the main Create Page.

The window will close, click “Save” again (at the top of the screen), to complete your request.

SAVE

New Ticket Services - General Information

Submit

Subject* test instruction request

You will be contacted via your Fredonia email as to the status of your request. Please check your email, or log into FredQuest to see the status at any time.