

Material Retrieval Request Procedures

The screenshot shows the University at Albany Libraries website. The header includes the university logo, the text "UNIVERSITY LIBRARIES UNIVERSITY AT ALBANY - STATE UNIVERSITY OF NEW YORK", and a search bar. Navigation tabs include "UA LIBRARIES", "CONTACT US", "RESEARCH ASSISTANCE", "LIBRARY SERVICES", and "ABOUT THE LIBRARIES". The main content area is titled "Library Storage Facility" and contains two paragraphs of text. The first paragraph describes the collections and the facility's location. The second paragraph discusses the paging and availability of materials. A sidebar on the left lists various library-related topics. At the bottom, there is a footer with contact information, copyright notices, and social media icons.

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UNIVERSITY AT ALBANY - STATE UNIVERSITY OF NEW YORK

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Home ▶ About the Libraries

Library Storage Facility

The collections of Albany's University Libraries exceed 2 million cataloged volumes. The University Library contains nearly 1.2 million of those volumes. The Dewey Graduate Library contains about 125,000 volumes. The new Science Library contains approximately 400,000 volumes. To house selected collections, the Libraries have developed an on-campus library storage facility for lesser-used items from the collections. The Library Storage Facility is located under the extension wings of the Campus Center and is accessed through the lower level of the Science Library. This facility provides approximately 50,000 nsf of space and 80,000 linear feet of compact shelving to take care of library storage needs for some time to come.

Items from the University Libraries' collections housed in the Library Storage Facility can be paged and made available to users upon request. Requests may be made electronically on forms available through our ILLiad service (<https://illiad.albany.edu/>) or at the Circulation Desk of the Science Library. Paging of materials from the facility will be done throughout the day by Science Library staff, with a turnaround time of one hour or less.

Requested materials can be delivered to the user in several ways. Circulating materials may be sent for pick-up in either the University or Dewey Libraries or held for pick-up at the Science Library Circulation Desk. Materials that do not usually circulate (e.g., periodicals) will be sent to the holding library only. These materials may also be held for on-site use only in the Science Library. Interlibrary deliveries are made by an intercampus delivery service that is available only Monday through Friday (exclusive of holidays). Interlibrary delivery generally takes 24 to 48 hours. Some restrictions may apply to the total number of volumes that may be sent via the courier in any one shipment.

About the Libraries

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- History of the UAlbany Libraries
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- Library Organizational Chart
- Facts and Figures
- Faculty Presentations
- Faculty Publications
- Faculty Service
- University Libraries Collections
- Employment Opportunities
- Giving to the Libraries

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This page was last updated September 16, 2009 at 7:17 AM by Pardavila

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Requesting Materials

Owned by ASU Libraries	Not owned by ASU Libraries
<p>Request Books</p> <ul style="list-style-type: none"> • ASU Faculty, Students & Staff: Request Online through the catalog • Community Borrowers: Renew Materials Request Materials • Length of time requests Held: 7 days • More Info about Requesting Books ▼ <p>Distance Education Book Request</p> <p>Biomedical Informatics Department Book Request</p> <p>Request Videos DVD Info</p> <ul style="list-style-type: none"> • ASU Faculty, Students & Staff: Request selected videos online through the catalog or use the Media Booking service • Community Borrowers: Renew/Request Materials Form • Length of time requests Held: 3 Days • For the video loan policy, contact the owning library • More info about Requesting Videos DVD ▼ <p>Request Journal articles/book chapters Info</p> <ul style="list-style-type: none"> • ASU Faculty, Students, & Staff may request article/chapter scans of ASU owned materials through the Document Delivery Service • Request article/chapter scans using the ILLiad form. 	<p>Interlibrary Loan Info ILLiad form for making requests</p> <p>Law ILL</p>

Books owned by ASU Libraries

Items with shelf status

- The ASU Libraries provide a book pull service from eligible collections for current ASU affiliates.
- The service is available Monday through Friday.
- Placing a hold does not prevent another patron from retrieving the item and checking it out.
- The majority of items are available for pickup at the Circulation Desk within 3 working days.
- Tempe campus students are limited to five per day from collections located on the Tempe campus.
- Excluded collections: journals, non-circulating material, media material (e.g. videos), and reserve items.
- This service is not available to Community Borrowers.

Items that are checked out

- Most items from the general stacks collection with a status of "Due mm/dd/yyyy" may be recalled.
- An item recalled from the current borrower could take up to 15 days to receive.
- Not all checked out items qualify for recall.
- For the complete recall policy, see [Recall Policy](#) information.

Items located in the High Density Collection:

- Use the 'request' button to have items delivered to a campus library for pickup and use. An email will be generated when the item is ready for pickup.
- For items without a 'request' button available, use [ILLiad](#) to have volumes delivered to a campus library for pickup and use.
- Non-ASU affiliates may use the [online request page](#) OR phone (480) 965-3605 for assistance.
- For articles or book chapters, ASU affiliates should place requests through [ILLiad](#) for desktop document delivery

Videos/DVDs owned by ASU Libraries



Videos eligible for requesting



- Videos currently checked out
- Videos with a "SHELF" status on a different campus (Downtown, Polytechnic, Tempe, West) than the requested campus for pickup.
- ASU faculty, students and staff who need a video or DVD on a specific date in the future should use [Media Booking](#).

Restrictions on video requests

- Videos with a "SHELF" status at the Tempe campus location for pickup at the Tempe campus may not be requested online.
- Media Bookings will take precedence over other requests and may delay fulfilling requests made online.

How to request materials owned by ASU Libraries:

- Enter the Online Catalog and conduct your search: <http://library.lib.asu.edu/>.
- Click on the entry you wish to request.
- Find and display the complete record for the title.
- Click the  button which is displayed at the top and bottom of your screen.
- Choose a library pick-up location from the drop-down menu and click the  button.
- If there are multiple entries for a single title, mark the one you want and click "REQUEST SELECTED ITEM".
 - The message "Your request for [TITLE] was successful." verifies that your request was sent.
- The book you request will be pulled from the shelf and taken to the Circulation Desk of the Library you selected.

 **Note:** The  button will not display if the item cannot currently be requested. Check with the Circulation Desk for additional information on these items.

How will I be notified?

- By e-mail if your library record includes your e-mail address.
- By campus mail if your library record does not include your e-mail address and you work for ASU.
- By US mail if you library record does not include your e-mail address and you do not work for ASU.
- **Online:** Track status of requested item. Items that have arrived will have a status of "Ready. Must pickup by mm/dd/yyyy".
- Items that are not picked up by the date noted are returned to the shelves of the owning library.



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 -



Chinook	Articles	Reserves	Research Guides	Site Search
Chinook Plus	<input type="text"/>	<input type="button" value="Search"/>		

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How to Request Materials from PASCAL



[How to Request an Electronic Copy of a Journal Article from PASCAL](#)

[How to Request an ERIC document](#)

[How to Request a Book, Bound Journal, Microfilm, Video, Map, etc from PASCAL](#)

[How to Request Special Collections materials in PASCAL](#)

[How to Request Microfiche](#)

[How to Make Special Requests \(large numbers of items for browsing purposes, etc\)](#)

[PASCAL Bay 2 Photographs](#)

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How to Request an Electronic Copy of a Journal Article from PASCAL

Enter the [Interlibrary Loan ILLiad](#) system and click the "ELECTRONICALLY DELIVERED ARTICLE" button.

Note: Pascal article delivery is restricted to CU faculty, staff, and students.

How to Request an ERIC document

Fill out the [Online Request Form](#). You will be contacted by staff from the Access Services Department. ERIC documents may only be checked out for use within Norlin Library.

How to Request a Book, Bound Journal, Microfilm, Video, Map, etc from PASCAL

Materials housed at the [PASCAL storage facility](#) display with that location in the Chinook catalog. Example:

Chinook Classic

Chinook Encore

The screenshot shows the Chinook library catalog interface. At the top, it says 'The Library Catalog Chinook University Libraries University of Colorado at Boulder'. Navigation links include 'Hours | Off-Campus Access (VPN) | Chinook Home | Libraries Home | CU-Boulder Home'. A search bar contains the text 'economics of book storage in college' and 'All Collections'. Below the search bar, there are buttons for 'Start Over', 'REQUEST IT!', 'Save to List', 'MARC Display', 'Limit/Sort', and 'Another Search'. The search results show the title 'The economics of book storage in college and university libraries / by Ralph E. Ellsworth' with author 'Ellsworth, Ralph E. (Ralph Eugene), 1907-2000' and publisher '[Washington] : Association of Research Libraries, 1969'. A table lists two locations: 'PASCAL Offsite' with call number 'Z685 .E447 c.2' and status 'AVAILABLE', and 'Norlin Library--Stacks' with call number 'Z685 .E447' and status 'AVAILABLE'. The description is 'xi, 135 p. illus. 22 cm' and includes a bibliography. A permanent link is provided: <http://libraries.colorado.edu/record=b1113985~53>.

You may place a request in one of three ways:

1. Once you have found a PASCAL item in the Chinook catalog, click the REQUEST IT! button at the top of the page. If there is only one volume you will be asked for your IdentiKey and password (or name, ID, and PIN code).

If there is more than one volume, you will be asked to authenticate, then a screen listing the multiple volumes will appear. Select the radio button for the volume desired. Unfortunately only one volume may be requested at a time. However, if you are logged into My Chinook you do not have to reauthenticate for each request. Multiple volumes may also be requested by contacting Circulation staff at 492-7477 or norcirc@colorado.edu.

If you are successful in placing the hold a confirmation message will appear.

If you are unsuccessful, you will be asked to contact a librarian and should try one of the following two request methods:

2. Email the Access Services Department at norcirc@colorado.edu. Please include your name and ID number, and call number information (including specific volume information, if applicable) for the item you want to request.

3. Call the Access Services Department at 303-492-7477 and place your request over the phone.

Requests from PASCAL are usually delivered the next business day, and come to the main library circulation desk at Norlin. You should receive an email advising you that the material has arrived. You can also check to see if you have any items on the "hold shelf" by checking your own library account (My Chinook). PASCAL

requests are kept on our hold shelf for 10 days. If the material hasn't been picked up in ten days, it is returned to the storage facility.

Materials from PASCAL generally follow the same checkout rules as materials housed in libraries on campus. If you can check out a book from Norlin for 28 days, a PASCAL book will also check out to you for 28 days. Bound journals circulate for 7 days to most patrons.

How to Request Special Collections materials in PASCAL

Special Collections materials in PASCAL are requestable through the Chinook catalog, as described above. However, these materials may only be used in the Special Collections department under staff supervision. You will be contacted by staff from Special Collections to make an appointment.

How to Request Microfiche

Microfiche housed at PASCAL may be requested directly in Chinook, the online catalog. When you find an item you would like to order, simply click the REQUEST IT! Button and the fiche will be delivered to the main Circulation desk in Norlin the next business day. You should receive an email letting you know that the fiche has arrived.

Example record: <http://libraries.colorado.edu/record=b3651508>

If there is no **REQUEST IT!** button, look for a link to a Microfiche Request Form displayed in the record.

Example record: <http://libraries.colorado.edu/record=b1055687>

Again, the fiche will be delivered to the main Circulation desk in Norlin the next Business day. You should receive an email letting you know that the fiche has arrived.

How to Make Special Requests (large numbers of items for browsing purposes, etc)

Please contact the Head of Access Services, or the Manager for Circulation and Media Services, at 303-492-7477 to make arrangements for any special PASCAL access needs you may have.

PASCAL Bay 2 Photographs

Michael Kelty, Photographer

1. Overhead view looking toward exit
2. Overhead view looking down
3. Ground view showing workman and equipment

Scheduling a visit to PASCAL

If you would like to visit the University of Colorado's off-site storage facility at PASCAL, please call the PASCAL Manager at 303-724-1114 or 1115 to schedule a time. There is a reading room available at PASCAL and materials may be checked out directly from PASCAL, if you have your UCB identification card. Please note, however, that materials stored at PASCAL cannot be browsed as they are stored by size, not subject classification.

DUKE UNIVERSITY LIBRARIES

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- Projects & Plans
- Perkins Renovation
- Jobs

[Duke Libraries](#) > [About Us](#) > [Departments](#) > [Library Service Center](#) > [Requesting Materials](#)

Request Materials from Library Service Center

Book Requests

Some books that the Duke University Libraries have access to are held at the Library Service Center (LSC), which is an off site storage location. Books requested from the LSC will be sent to the library you indicate as your preferred delivery location in your [Document Delivery/ILL](#) settings. To change your delivery location you will need to [login](#) to your account. Under the "Tools" menu select "Change User Information."

Duke Community Requests

1. Search for a book in the catalog.
2. From the list of results you will see that the item is located at the LSC.
3. Select "Get this Title."
4. If you are not logged in you will be prompted to enter your NetID and password.
5. Select "Request" from the next screen.
6. You will then have the option to select the location for pick-up that you prefer.
7. You will receive an email notification when your item is available.

Results 1 - 2 of 2 at DUKE - View 3 results at all TRLN Libraries Sort By: Relevance

Gas transfer at water surfaces Get this title

Format: Book
 Published: Washington, DC : American Geophysical Union, c2002.

Library Library Service Center	Location Click for map	Call Number 530.427 G246, 2002 c.1	Status Available
------------------------------------------	--------------------------------------------------	----------------------------------------------	----------------------------

Air-water mass transfer : selected papers from the Second International Symposium on Gas Transfer at Water Surfaces Get this title

Author: International Symposium on Gas Transfer at Water Surfaces (2nd : 1990 : Minneapolis, Minn.)
 Format: Book
 Published: New York, N.Y. : American Society of Civil Engineers, 1991.

Library Perkins/Bostock Library	Location Click for map	Call Number QC136 .J57 1990 c.1	Status Available
-------------------------------------------	--------------------------------------------------	-------------------------------------------	----------------------------

Get this title

Title: **Gas transfer at water surfaces / M.A. Donelan ... [et al.], editors.**
 Publication Details: Washington, DC : American Geophysical Union, c2002.

Item not available?
[Request from another library](#)

Description	Item status	Sub-library	Collection	Location	Copy Number	Due date	GetIt@Duke
c.1 (Show Details)	LSC	Library Service Center		530.427 G246, 2002	1	LSC	Request

Get this title

Title: **Gas transfer at water surfaces / M.A. Donelan ... [et al.], editors.**
 Publication Details: Washington, DC : American Geophysical Union, c2002.

Choose a Pickup or Delivery location for the requested item: _____

Location :

Choose a last-needed date: _____

Not Needed after: (Date format : yyyymmdd)

Article Requests

When possible, articles will be emailed to you as a PDF file. Otherwise, photocopies will be sent to the library you indicate, and you will be notified when the requested materials arrive. You can request articles by logging into your [Document Delivery/ILL account](#) and selecting "Article" under the "New Request" menu.

Rubenstein Library Requests

Some materials held by the [David M. Rubenstein Rare Book & Manuscript Library](#) are located in the Library Service Center. These materials must be requested through the [Rubenstein Library online request system](#). Select the box or volume you wish to request. If you want to request multiple items, you must request each one individually. They will be retrieved from the Library Service Center and delivered to the Rubenstein Library for use at that location.

University Archives Requests

Materials in the University Archives that are located in the Library Service Center are requested by the same process as for Rubenstein Library items.

Guests

If you do not have a NetID or Duke Library card, please use the [Guest Request Form](#). You may not check out materials, but you may use them at the LSC or in one of the campus libraries.



[Alumni Portal](#) | [Divinity School Library](#) | [Ford Library](#) | [Goodson Law Library](#) | [Library Service Center](#) | [Lilly Library](#) | [Marine Lab Library](#) | [Medical Center Library](#) | [Mobile](#) | [Music Library](#) | [Perkins/Bostock Library](#) | [Rubenstein Library](#) | [The Link](#)


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919-660-5870
(Perkins Circulation Desk)

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Last modified October 23, 2012 2:32:03 PM EDT



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Five College Library Depository

Five College Depository Article Request

USE THIS FORM ONLY TO GET ARTICLES FROM JOURNALS LOCATED IN THE FIVE COLLEGE LIBRARY DEPOSITORY, AN OFF-SITE STORAGE FACILITY FOR LIBRARY MATERIALS

- Please note that certain fields below must be completed in order to submit this form.
- Please submit a separate form (complete this page again) for each item requested. To save repetitive information after "submitting," use your browser back button.
- If you need assistance with this request, please contact a Reference Librarian at your home library: [Amherst College](#), [Hampshire College](#), [Mount Holyoke College](#), [Smith College](#), or [UMass/Amherst](#).
- Requested articles will be sent as an email or photocopy to the address you specify.
- For more information on access and procedures, visit the [Depository web page](#).

Requester's Name *

Affiliation *

Amherst

Email *

Barcode *

15-digit number on ID/library card

Address *

Campus, or local if not on campus.

Phone *

Full phone number, including area code, as in 413-000-000

Article Information:

Article Title *

If you need to borrow the whole volume please make note of this here. It will be sent to your home library for use in the library only.

Periodical Title *

Article Author

Date, Volume and Issue *

Pages

Depository Call Number

Example: CA010045

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University of Georgia Libraries SITE SEARCH:



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Repository Requests

Due to space considerations, portions of the Libraries' collections have been moved to another building, the Libraries' Repository, for storage. GIL, the Libraries' online catalog, will indicate when an item is in the Repository.

Book or journal retrieval from the Repository can be requested at the Main Library, Science Library, or Curriculum Materials Library circulation desks, or by filling out a Repository Request Form online in the [GIL@UGA Catalog](#). **Once you find the item in GIL, click on 'Use our Material Request Form' (in GIL Classic) or 'Request Repository Material' (in GIL-Find) to submit a repository request.** Any person can request a book from the Repository, regardless of their affiliation with the University.


Patrons will be notified when an item from the Repository is available to check out. To ensure prompt notification, an email address is required. If no email address is available, please enter a phone number in the email field on the request form.

To contact us regarding a Repository request, please call the Main Library at 706-542-3256 or the Science Library at 706-542-4535, or email us at maincirc@uga.edu or science@uga.edu.

Access Services

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http://www.libs.uga.edu/access_services/services/reporequest.html

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QuickSearch Keyword Title Author

Home > Services > Borrowing > Remote Storage Materials Request

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REMOTE STORAGE MATERIALS REQUEST


With this form you can request an individual volume or range of volumes from our Remote Storage Facility. The user will be notified via email (from circprep@library.gatech.edu) when the item is available at either the Library Services Desk or in the Architecture Library.

NOTE: Current Georgia Tech Students, Faculty, or Staff members, should request specific articles via [Interlibrary Loan](#).

** is required*

*First Name:	<input type="text"/>
*Last Name:	<input type="text"/>
*Email Address:	<input type="text"/>
*Journal Title:	<input type="text"/>
*Journal Call Number:	<input type="text"/>
*Date(s):	<input type="text"/>
*Volume(s):	<input type="text"/>
Page Number(s):	<input type="text"/> <small>Including the page number(s) helps insure that we pull the correct volume and is not necessary for multi-volume requests.</small>
Pickup Point:	<input type="text" value="Main Library"/>
Notes:	<input type="text"/>
StatusStamp:	<input type="text" value="2013-10-03"/>



 INDIANA UNIVERSITY

Libraries | IUCAT
Indiana University's Online Library Catalog

Try the NEW IUCAT at <http://iucat.iu.edu>. This older version will be available at <http://classic.iucat.iu.edu> through the 2013-14 academic year.

Bloomington Auxiliary Library Facility (B-ALF) Retrieval Request

1. Choose login method:

You must log in to request an item from the ALF. Indiana University students, faculty and staff should use their network ID. Indiana residents and others who have borrower's cards should use their barcode from the borrower's card. [More Information](#)

- Login using network id (All campuses except Fort Wayne)
- Login using network id (Fort Wayne campus)
- Login using library barcode
- I am not affiliated with Indiana University and I do not have a borrower's card.

2. Choose pickup library:

Select the library at which you would like to receive your item (some items may have restrictions on where they may be delivered):

Pick up at:

[Choosing a pickup location](#) NOTE: Materials to be delivered to libraries outside Bloomington will take 4-7 days to arrive. If you choose a Bloomington library that is closed, the item will be delivered to that library the next time it is open.

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The screenshot shows the University of Kentucky Libraries website. At the top, there is a navigation bar with links for Books+, E-Books, Articles, E-Journals, Databases, and Quick Search. A search bar is present with the text "Books, ebooks, maps, music and more in InfoKat, UK's online catalog". Below the search bar is a navigation menu with links for Home, Our Libraries, Services, About, Research Guides, Help, Site Index, Ask-a-Librarian, Feedback, and Giving. The main content area is titled "Storage Retrieval Services" and contains the following text:

Storage Retrieval Services

Because the University of Kentucky Libraries' has outgrown the space available in its campus libraries, the library system utilizes space in two storage facilities, one located on the Lexington campus and the other located off campus. Lesser-used monographs, older journal collections, some materials managed by the [University Archives & Records Program](#), and some materials held by the Libraries' [Special Collections](#) are among the materials housed in Storage.

Storage materials will be retrieved and delivered at no cost to the user.

Format Availability

Some print materials that are held in Storage may also be directly available in electronic format. Check the Libraries' [E-Journals Database](#) for information on electronic availability before submitting a request for Storage retrieval. Print materials that are directly available in electronic format will be retrieved only upon special request.

Articles contained in print journals in Storage will generally be scanned and delivered to the user electronically.

Chapters from books and conference papers may be scanned and delivered electronically upon request. Certain conditions may apply.

How to Request Items Held in Storage

Requests for library materials housed in Storage are to be made by one of the following methods:

Journal Articles:
UK-Affiliated Registered Library Users: Log-in to your existing [ILiAd](#) account or [create a new ILiAd account](#). While in ILiAd, submit the request form found under **New Document Delivery Request, Storage Article Express**.
Non-UK Affiliated Registered Library Users: Please use the [Storage Retrieval Form](#).

Books and Complete Volumes of Journals Listed in InfoKat:
All Registered Library Users Use BOOK EXPRESS SERVICE, as follows:
On the libraries [InfoKat](#) (UK Libraries' Catalog) record, click on MAKE A REQUEST (located in the 'Actions' list displayed on the right side of the screen). After logging in, choose the BOOK EXPRESS option and provide the requested information. Items will be delivered to the library of your choice. In the event that your BOOK EXPRESS request fails, please use the online [Storage Retrieval Form](#) described below.

Chapters from Books and Conference Papers:
UK-Affiliated Registered Library Users: Log-in to your existing [ILiAd](#) account or [create a new ILiAd account](#). Submit the request form found under **New Document Delivery Request, Storage Article Express**.
Non-UK Affiliated Registered Library Users: Please use the [Storage Retrieval](#)

Materials Not Listed in InfoKat:
All Registered Library Users: Use the [Storage Retrieval Form](#).

Item Delivery

Every effort will be made to fill requests within 48 hours of submission, excluding holidays and weekends.
Retrieval and delivery of Storage material incurs no cost to the user.

Books and Complete Volumes of Journals: Will be delivered to the library pickup location designated in the request.

Journal Articles, Chapters from Books and Conference Papers: Will be delivered in either electronic or print format (see below).
UK Affiliated Users and Non-UK Affiliated Users, with Email Accounts: Material will be delivered in electronic format via your email account. You will be notified when articles are ready for retrieval.
Non-UK Affiliated Users, without Email Accounts: Physical volumes containing articles will be delivered to the pickup location designated in the request.

Who May Borrow?

Materials housed in Storage may be requested for retrieval by any registered library patron.

PATRONS MUST CHECK THEIR [INFOKAT LIBRARY ACCOUNT](#) FOR STATUS INFORMATION RELATED TO INDIVIDUAL REQUESTS.

Certain materials, such as material in microform formats (microfiche, microfilm and microcards) and some journals, may be restricted to library use after retrieval.

Reference service for materials included in the Storage collections will be handled by the Libraries' Reference staff. You can access the Reference desk by [e-mail](#), [phone](#) or [in person by at the William T. Young Library, 2nd floor, north wing, or by chat](#).

At the bottom of the page, there is a footer with the text: "UK Home | Copyright 2006-2012 University of Kentucky Libraries. For questions or comments about this page contact: [Cindy Parker](#) | [Staff Access](#). This page was last updated on: June 21st, 2011 12:48".



Inspiring Innovation and Discovery

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Thode Storage Retrieval Request - Journal/Gov Pubs

Items from the Thode storage area will be available for use NO LATER than 3 hours after your request is placed.

Please note: you will NOT receive email confirmation that the volume is ready for your use. We WILL contact you if we are unable to locate the item.

Requested volumes will be available in the **Journal/Gov Pubs Consultation Room**, on the lower level of **Thode Library, Room B118** (northwest corner).

NOTE: Journals and some Gov pubs are non-circulating and must be used in the library.

Your name *

Your email address

Please use your McMaster email address if you are a current McMaster student, staff or faculty member. If it has not been activated, please activate it through MUGSI.

If you do not have an email address, please provide a phone number where a message can be left:

Phone number

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Cooperative design, visualization, and engineering : second international conference, CDVE 2005, Palma de Mallorca, Spain, September 18-21, 2005 : proceedings

Yuhua Luo (ed.).

Author: CDVE (Conference) (2nd : 2005 : Palma de Mallorca, Spain)

Published: Berlin ; New York : Springer, c2005.

Description: xi, 264 p. : ill. ; 24 cm.

Format: Book, eBook

Online: [View online issue via Springer's LINK \(NCSU only\)](#)

Summary *Loading...*

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Hunt Library ?

bookBot	TA345 .C39 2005 (Browse Shelf)	Available upon request (Request item)
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NCSU Libraries 2 Broughton Drive, Raleigh, NC 27695-7111 (919) 515-3364 | Contact Us

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D. H. Hill Library | Hunt Library | Design Library | Natural Resources Library | Veterinary Medicine Library

Giving to the Libraries

The screenshot shows the University of Ottawa Library website. At the top left is the uOttawa logo. To the right is a search bar with the text "Search uOttawa.ca" and a search button. Below the search bar are links for "Ask a question", "My account", "Hours", "Quick picks", and a "Français" language toggle. The main header features a large green and white graphic with the word "Library" in white. Below this is a navigation bar with links for "Home", "Search", "Research help", "Get materials", and "Use the library". The main content area is titled "Borrow from the annex" and includes a description of the Library Annex as a high-density storage facility. It lists request procedures for books, journal articles, maps, and movies/microforms. On the right side, there is a "Contact information" box with the address: 1100 Polytek Road (suite 201), Ottawa ON Canada, K1J 0B3. Below the main content is a footer with four columns: "Libraries" (listing Morisset, Brian Dickson Law, and Health Sciences libraries), "Services" (listing Students, Graduate students, Faculty, Accessibility, Distance, and Alumni and visitors), "About the library" (listing Contact us, About us, Policies, Reports, Employment opportunities, and Give to the library), and "Follow Us" (with a Twitter icon). At the bottom left of the footer are links for "System requirements", "Feedback", and "Privacy policy", along with the copyright notice "© University of Ottawa".



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Regular Hours for Rice IDs (View Dept. Hours)						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
Open at 12pm	24 hours	24 hours	24 hours	24 hours	Close at 10pm	9am to 10pm

You are here: [Home](#) > [Library Services](#) > [Requesting Items](#) > LSC Library Service Center Retrieval Request

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- Services**
- [Access to Electronic Resources](#)
- [Borrowing](#)
- [Requesting Items](#)
- [Fondren Express Document Delivery Service](#)
- [Interlibrary Loan \(ILL\)](#)
- LSC Library Service Center Retrieval Request**
- [On-Order / In-Process Notification Form](#)
- [Recall, Renew and Return Items](#)
- [Book Purchase Request Form](#)
- [LSC Library Service Center Retrieval Request - Non-Rice Users](#)
- [Book \(and other materials\) Purchase Request Form](#)
- [Request Rush Processing of In-Process Item Form](#)
- [On-Order / In-Process Notification](#)
- [ILL On-Site Borrowing Form - Print 3 Copies](#)
- [Missing Item Search Request](#)
- [Reference Assistance](#)
- [Course Reserves](#)
- [Using Library Space](#)
- [GIS/Data Center](#)
- [Digital Media Commons](#)
- [Digital Scholarship Services](#)
- [NIH Public Access Policy](#)
- [More Services...](#)
- [Feedback on Fondren's Serials Conversion Project](#)
- [John T. King Room](#)
- [Study Room Reservations](#)
- [Group Study Room Reservation](#)
- [Fondren 332 - Music Study Practice Room Reservation](#)

LSC Library Service Center Retrieval Request

The [Library Service Center \(LSC\)](#) is a high-density library materials shelving facility located away from the main University campus. Important, but infrequently-used materials are provided long-term housing in environmental conditions optimum to preserving library media.

Items housed in the LSC have a location designation within the online catalog of

- Library Service Center
- Library Service Center-WRC
- Library Service Center-Restricted Use
- Library Service Center-Linked to Series

Who?

LSC retrieval is provided for all library users, and deliveries

- are processed Monday-Friday (excepting University holidays)
- will be available the next business day after 2pm (*volumes in excess of 25 requested by the same individual will require 2 working days*)
- may be picked up at the Circulation Desk. Please call 713-348-4021 to confirm delivery
- will be held at the Circulation Desk for **2 weeks**

How?

- Rice faculty, students, and staff may use the [Rice ILLiad system](#) to request digital delivery of journal articles and book chapters (up to 50 pages in length, 10 requests per day)
- Rice faculty, students, and staff, and [anyone with borrowing privileges](#), may use the "Place Hold" link that appears [in the online catalog](#) next to items that [may be physically retrieved](#). (A Rice NetID is required for requesting LSC deliveries, as well as using online renewal of library materials.)
- *Members of the general community*, without borrowing privileges, may request items for use in Fondren Library, using [this web form](#).



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Rutgers Delivery Service (RDS)

Need a book or journal article from another Rutgers Library? We'll get it for you!

- Eligibility
- How to Request Delivery
- Cancellations
- Notification
- Fees
- Typical Turnaround Times
- Campuses and Libraries/Collections

The Rutgers Delivery Service (RDS) provides delivery of Rutgers resources among the Rutgers libraries and to off-campus pickup sites. We will also retrieve items from your local library and hold them for you to pick up. Articles are delivered electronically as PDF documents.

Eligibility

Rutgers University students, faculty, and staff who are currently enrolled or employed may use the Rutgers Delivery Service. Students, faculty, and staff teaching or taking courses on the Camden Urban Campus of Camden County College or Rowan University; UMDNJ students, faculty, house staff, and staff covered by the reciprocal borrowing agreement between Rutgers University Libraries and the University Libraries of UMDNJ or in joint Rutgers-UMD programs; Emeritus faculty; and students, faculty, and staff of the Rutgers Newark and Camden law schools are also eligible for RDS. Alumni and community borrowers are not eligible for this service.

If you are not eligible to use the Rutgers Delivery Service, the following organizations offer document delivery to individuals for a fee and may be of interest: [Infotrieve Document Delivery](#) and [NYPL Express](#).

How to Request Delivery

Books

Find the record of the book you need in the Library Catalog and click on the "Book Delivery/Recall" button. Enter your NetID or library barcode, PIN, and select the library where you want to pick up the book.

Use the "Item Special Request" button to request books under special circumstances:

- You need a book delivered to a Rutgers law library or off-campus pickup site,
- The item has a Status of ON-ORDER,
- The item is in a Reference collection (REF) and you would like delivery to your local Rutgers library for 5 days of In-Library use,
- The item is in a noncirculating library (ART, JAZZ, SPCOL/UA) or has a Type-Circulate? code ending in "-N" and you need delivery to a different Rutgers campus for 5 days of In-Library use (Camden, New Brunswick/Piscataway, Newark).

If all Rutgers copies of a book are CHECKEDOUT, search the [PALCI catalog](#) and if the item is available, place an E-ZBorrow request for quick delivery from another academic library. You may also recall a CHECKEDOUT item in the Library Catalog using the "Book Delivery/Recall" option and request delivery to any Rutgers pickup library. The person who currently has the item will be notified to bring it back within 14 days.

Telephone requests to retrieve, deliver and hold books are not accepted; you must use the request forms in the Library Catalog or the PALCI (E-ZBorrow) catalog.

Chapters in Books

Pages and chapters in circulating books are not eligible for the article delivery service. Please request delivery of circulating books using the "Book Delivery/Recall" button in the Library Catalog.

Journal Articles

Logon to the [Interlibrary Loan and Article Delivery Services](#) web page and select the "Article Request" form. Enter as much information about your article as possible.

If you request an article over 30 pages for delivery from a library on a different campus (Camden, New Brunswick/Piscataway, or Newark), the entire volume will be delivered to your pickup library for five days of in-library use. If you request an article over 30 pages from a library on your home campus (Camden, New Brunswick/Piscataway, or Newark), your request will be cancelled; please retrieve and copy the article yourself. Copyright regulations preclude copying journal issues in their entirety.

If you request an article in a periodical that circulates (PERIODICL-Y), the entire volume will be sent to your pickup library.

If you submit more than 10 requests at one time they will be processed as time permits and you may be contacted to prioritize your requests.

Materials that are ON-ORDER, PENDING, or IN-PROCESS

Use the "Item Special Request" button to request items that have a Status of ON-ORDER. Use the "Book Delivery/Recall" button to request items that are PENDING or IN PROCESS.

Microform

Journal articles in microform will be copied and delivered electronically as PDF documents if a specific citation is given. Amount of copying, requesting, and delivery guidelines are the same for articles in print and microform.

Some microform is available for loan. Use the "Item Special Request" option in the Library Catalog to request microform on loan. In libraries with fiche duplicating capabilities, a fiche copy may be provided. In other libraries, the fiche may be loaned.

Items Not in the Library Catalog

If you need an uncataloged government document or an uncataloged microform delivered, print and fill out a paper Rutgers Delivery Service form ([Rutgers Delivery Service \(RDS\) — Uncataloged Materials \(PDF\)](#)) and fax it to the owning Rutgers library.

Media

Use the [Media Materials booking request form](#) to book media materials to preview or for classroom use.

Cancellations

If you wish to cancel a book hold or request, write to [Ask A Librarian](#). Include your name and the title of the item. You will receive email notification whenever a hold or request is cancelled. As soon as a hold is cancelled, it is removed from your MY ACCOUNT file in the [Library Catalog](#).

Holds will be cancelled when placed on single copies of items that are later discovered to be missing, and when items have been held for you for 14 days at your pickup library and not picked up.

If you wish to cancel an article request, logon to the [Interlibrary Loan and Article Delivery Services](#) webpage. Select "Outstanding Requests," find the article request you wish to cancel and click on its transaction number in the left-hand column. Click on "Cancel Request" at the top of the Transaction Information screen. The canceled request is removed from "Outstanding Requests" and can be viewed under "Cancelled Requests."

Notification

Books

You will receive email messages when books are available to check out. You will also receive messages from the Libraries in your MY ACCOUNT "Checkouts, Catalog Requests, and Bills" file. If you requested delivery to a law library or off-campus site, books will be checked out to you before shipment and will be listed in your "Checkouts" file.

Holds are removed from your MY ACCOUNT file when the hold is canceled or when you check out the item. Requests are removed from your MY ACCOUNT file fourteen days after they are filled or cancelled or twenty-eight days after the library recalls an item to satisfy a request.

Articles

You will receive email notification when an article is ready to view. Logon to the [Interlibrary Loan and Article Delivery Services](#) webpage and click on "Electronically Received Articles" to view your article.

Fees

There is no charge for book delivery among any of the Rutgers libraries and to off-campus sites listed in the pickup pull-down menu.

There is no charge for web delivery of 1-30 page articles from the non-circulating collections of any Rutgers library.

Typical Turnaround Times

The typical turnaround time for books is 2-5 weekdays and for articles it is 1-2 weekdays.

The delivery time for a book depends on its status in the Library Catalog. Books that are PENDING or IN-PROCESS may take longer than 2-5 days. Books that are CHECKEDOUT and need to be recalled are generally available within 2-3 weeks. The delivery time for ON-ORDER books will vary depending upon when they are received from the publisher.

The turnaround time for books may also be influenced by the number of holds on the item, your position in a hold queue, the number of available copies, and the item's location and distance from your home library.

Campuses and Libraries/Collections

Camden Campus

- Robeson Library
- Camden Law Library

New Brunswick/Piscataway

Busch

- Center of Alcohol Studies Library
- Library Annex (materials may be requested for pickup at any library)
- Library of Science and Medicine
- Math Library
- Physics Library

College Avenue

- Alexander Library
- Art Library (noncirculating)

Interlibrary Lending

- Who May Use Interlibrary Lending
 - Interlibrary Lending is conducted between libraries, and not between JLF and the individual. JLF loans materials to other libraries for their patrons use.
- Loans and Loan Period
 - Two months (60 days) with renewal
 - JLF will deliver loaned material by USPS and TExpress. JLF pays delivery charges for outgoing loans with the exception of FedEx which the requester must pay.
 - Three overdue notices will be issued after due date. Invoices will be issued 21 days after due date for materials which have not been returned.
- Delivery, Cancellations, and Returns
 - *Delivery:* Most requests received at JLF during business hours are processed the next business day.
 - *Document Scans/Copies:*
 - JLF will deliver copied material by Odyssey and Email.
 - JLF will deliver loaned material by USPS and TExpress. For urgent requests FedEx can be used but only at the shipping cost of the borrower.
 - The borrowing library must notify JLF *within seven days* following submission if a photocopy request has not been filled.
 - JLF Directory will follow up with institution regarding excessive repeat request per day.
 - Limit of 50 pages per scanning request.
 - Limit requests to no more than 3 chapters from the same book or 3 articles from the same journal issue.
 - Interlibrary loan service will not be provided to libraries with delinquent accounts.
 - JLF will not fill Clinical Emergency (Urgent Patient Care) requests because the retrieval process that cannot be implemented on demand.
 - *Cancellations:*
 - Due to the potential for large daily volume of ILL requests, it is not possible for JLF to cancel a request once it is received.
 - *Returns:*
 - JLF suggests that returned materials be insured or registered and return receipt service used.

The borrowing library agrees to:

- Pay return shipping charges
- Be responsible for loaned material from the time of receipt until the item is returned and received at JLF
- Replace or pay for materials lost
- Cover repair costs for damaged materials or replacement costs for any irreparably damaged items. Replacement charges for *lost materials* are \$225 for each book.

Billing

- OCLC IFM or DOCLINE EFTS is the preferred method of payment
- Invoices to non-IFM or EFTS participants are sent monthly
- We also accept IFLA voucher for international libraries

Charges

(IFM or EFTS)

Texas Libraries

USPS, Texpress, Odyssey and Email	Free
Fax	Free

U.S. Libraries

USPS, Odyssey and Email	\$9.00
Fax	\$12.00

Canadian and other non-U.S. libraries

USPS	\$11.00 U.S Dollars or 2 IFLA Vouchers + \$10 USD for postage
Odyssey and Email	\$9.00 U.S. Dollars or 2 IFLA Vouchers
Fax	\$14.00 U.S. Dollars or 2 IFLA Vouchers

U.S. Federal Libraries

- Free up to 1,000 requests per fiscal year. Federal library charges apply once the 1,000 limit has been reached.

USPS, Odyssey and Email	\$4.00
Fax	\$7.00

Loan or copy to libraries needing to be invoiced please add an addition \$20 for invoice processing. [C.Vinal checking with TAMU business office]

General Information

OCLC symbol: TXJLF

DOCLINE Symbol: TXUOGR

Odyssey: (place number here)