

Service Request Forms

How To Request An Item From the Annex

You may request an item from the Library Annex in person at the circulation desk or make this request electronically.

MAKING REQUESTS ELECTRONICALLY

- In the Libraries' catalog, find the record for the item you want.
- Make sure the location is "Annex".
- Click on the **Holds/Recalls/Requests** at the top of the page.
- Enter your Patron ID and last name. Click Login.
- From the drop down menu, select **Request from Annex**. The "number available phrase" tells you how many remaining items you may check out.
- If you want a book, choose **Select an Item**. If you want a journal, choose **Select an Item**, then select the appropriate volume from the pull down menu or you may enter it manually in the form.
- Select the pick-up location. This is where you will pick up the item.
- Enter your Patron ID.
- Choose **Submit Request**.
- If your request is successful, you will see a message that "Your Patron Initiated Request Was Successful." If the request was not successful, you will get a message that your request failed.

Need assistance in placing a request? Just ask.
Staff at any of the circulation desks will help you.

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STACK SERVICES

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Request an Item from the Annex using Pegasus

If you find an item in [Pegasus](#) which is located in the Annex, you can often request the item directly in Pegasus:

1. Find the item in Pegasus, then click on the item's "Library and Call No."

In this example, you're looking for an issue of *Biotropica*.

#	Author	Title	Year	Format	Library & Call No.	#Owned/#Out
1	<input type="checkbox"/>	Association for Tropical Biology.	Biotropica	Serial	Main Library : Annex QH1 .B598 [Annex, Reg Loan] Main Library : Sciences Engineering Library QH1 .B598	Main-Library(37/ 0)

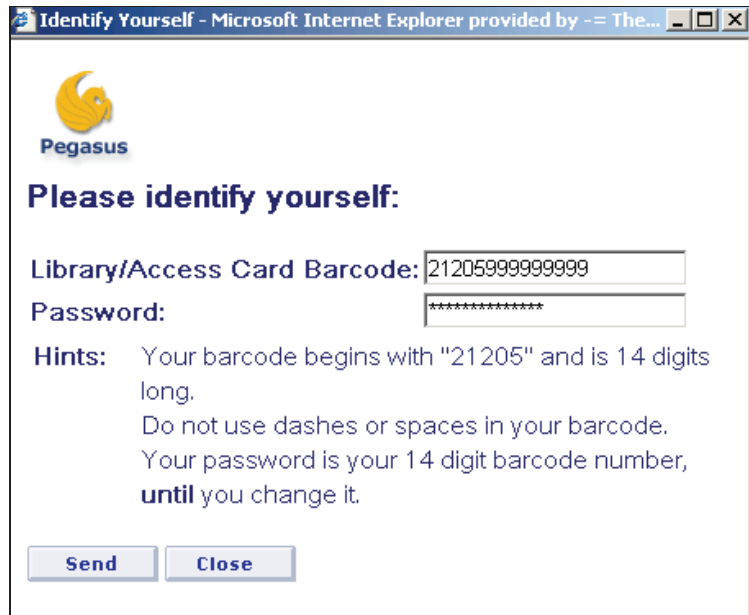
2. In the resulting holdings screen, you see that the volume you want is located in the Annex. Scroll down to the specific volume/issue you need. Click "request."

If the holdings screen for your item displays no details, nor any "request" buttons, [go here](#).


You want an issue from 1985, volume 17. Find it and click "request."

request	expand	v. 17 (1985)	Annex, Reg Loan	Not checked out	Main Library Annex	QH1 .B598
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3. You'll be prompted to "identify yourself." Enter your library card number and password (which, unless you've changed it, is the same as your library card number).



Identify Yourself - Microsoft Internet Explorer provided by -= The...



Please identify yourself:

Library/Access Card Barcode:

Password:

Hints: Your barcode begins with "21205" and is 14 digits long.
Do not use dashes or spaces in your barcode.
Your password is your 14 digit barcode number,
until you change it.

4. Hit "Send." Confirm your request by review and editing info as needed. Click "Send."

Request Form

Patron name - [REDACTED]

Pickup/delivery location:

Not needed after:

(Date format : yyyyymmdd)

Enter additional information as necessary:

Note 1:

Note 2:

Some items do not have a "request" option in Pegasus.

For example, you want an issue of the *USSR Space Life Sciences Digest*. Find it in Pegasus, then click on the item's "Library and Call No."

#	Author	Title	Year	Format	Library & Call No.	(#Owned/#Out)
1	<input type="checkbox"/> United States. Office of Space Science and Applications.	USSR space life sciences digest.		Serial	Main Library : Annex QH327 .U77	Main-Library

When looking at the "holdings" screen, there are no details nor anyplace to "request" an item. Write down the information, and use the manual [Request an Item from the Annex](#) form instead.

UCSB - Holdings

USSR space life sciences digest (1985)

USSR space life sciences digest.

Washington, D.C. : National Aeronautics and Space Administration, Scientific Information Systems Division, 1985-

Location: Main Library Annex QH327 .U77

Holdings: no.1 (1985/1986)-no.32 (1992) no.30-32 unbound

Indexes: no.26/29 (1990/1991)Bound separately from main volumes

Please check shelf or ask at a service desk for assistance.



KELVIN SMITH
LIBRARY

LIBRARY STORAGE RETRIEVAL REQUEST: JOURNAL ARTICLE OR JOURNAL VOLUME

- Retrieval Services: weekday afternoons Monday-Friday.
- Requests received by 3:00 p.m are usually retrieved by 5:00 p.m.
- Incomplete citation information will delay same-day retrieval.

Prioritize requests--large runs of journal volumes cannot be safely stored at Kelvin Smith Library and will not be retrieved. If you expect to use a large quantity of volumes, please plan your requests for manageable amounts for retrieval over a number of days.

- Photocopies, **\$.10 per exposure** :
- Delivery to your department is through Campus Mail and the total amount will be added to your library account balance. The Library is not responsible for non-receipt of copies through Campus Mail.
- Copies can be picked up at the Library and paid for at that time.
- Complete journal issues must be used at Kelvin Smith Library, where you may browse and photocopy what you need. Complete journal issues/volumes are not sent through Campus Mail.

Journals that indicate the location UL STORAGE PERIODICALS in [EuclidPLUS](#) are located approximately 1/2 mile away, in University Library Storage. Library users may also arrange to visit Library Storage (call 368-4319). This may be quicker and more useful when there is a need to use large amounts of Storage materials.

Before submitting a retrieval request, please verify holdings on [EuclidPLUS](#), the online catalog. You can copy & paste the bibliographic data to this form.

Boxes with labels in **bold type** are **required** and must be completed in order for the transaction to be successful. If you need assistance, you may call 368-4319 or 368-3517.

Borrower Information

You must be currently affiliated with CWRU and be in good standing. Requests from persons not in good standing will be returned unprocessed.

Name: [required]

Campus Address:

Campus Phone#:

Fax:

Home Address:

City, State, Zip:

Home Phone# :

Email: [required]

Major (Students)/Dept. (Faculty & Staff):[required]

Status:

Delivery Information

Library Storage items are retrieved weekday afternoons, Monday through Friday. Requests received by 3:00 p.m. are generally retrieved by 5:00 p.m.

When material arrives, please: [required]

- Deliver to Department through **Campus Mail (Photocopy fees added to library account.)**
- Hold at Kelvin Smith Library (Photocopy fees may be paid when you pickup your item.)

Only photocopies may be delivered to departments.

Not needed after: [mm/dd/yr]

Item/Material Information (Journal)

**NOTE: The Library reserves the right to LIMIT the number of items retrieved per person per day, based on time and staffing constraints. Library staff will help people prioritize multiple requests for efficient retrieval and use.*

Requests for large amounts of materials will be prioritized. If you anticipate needing large runs of items we can help coordinate retrieval(s) with your research needs. Smaller deliveries provide safe handling and storage for items retrieved to Kelvin Smith Library.

Verify title holdings and location in [EuclidPLUS](#), the online catalog, before submitting a retrieval request. You can also use the bibliographic information in EuclidPLUS to copy & paste to this form.

****NOTE: Same-day retrieval is not guaranteed without article title or page numbers and author. A journal may have multiple articles by one author--title and/or pages expedite the retrieval.**

Journal Title:[required]

Volume number:[required]

Year:

****Article Title or Pages to be copied** [optional, entire journal may be retrieved]:

Source of citation:

Additional comments

NOTE: A copy of this completed request will be e-mailed to you. This assures you that your request has been received in the office, and enables you to keep track of what you have ordered.

University of Florida Libraries

Using the UF Libraries' Catalog

Requesting Items

UF faculty, students and staff and other registered library users with borrowing privileges may request any item that displays the term **Request** on its **Holdings** screen.

The **Request** service is provided for items that are not located on "open" shelves or not instantly obtainable by asking library staff. "Requestable" items include:

- books that are checked out by another person
- books, journals, and microfilm that are kept in an off-campus storage location

You place a **Request** for an item by clicking on the **Location** line to see the **Holdings** display in the **UF Libraries' Catalog**:

UF Library Catalog - Holdings

Basbanes, Nicholas A., 1943-:
Patience & fortitude :
New York : HarperCollins, c2001.
 xviii, 636 p. : ill. ; 25 cm.

Location: Request Retrieval: -- WEST BOOK -- Z4 .B395 2001

Click **Request** to:

1. Recall a checked-out item.
2. Request Retrieval of a Library WEST or STORAGE item.

Select year Select volume Select sub-library

Request	Description	Sub-library	Collection	Location	Item status	Due date	Due hour
Request		Request Retrieval: WEST BOOK		Z4 .B395 2001	Regular Loan	10/01/04	09:00 PM

In the example above, you will notice that *Patience & Fortitude* is **checked out**. If you wanted to request it, you would click on the **Request** link to the left of the item information. (This service requires that you sign-in with your 14-digit library number or UFID if you have not already done so.) You would then be presented with the screen below:

- Select Topic
- [Basic Search](#)
- [Advanced Search](#)
- [Command Search](#)
-
- [Browse Results](#)
- [Brief Recs button](#)
-
- [Search Results](#)
- [Brief Records Display](#)
- [Full Record Display](#)
- [Holdings Record](#)
- [Holdings \(Journals\)](#)
-
- [Truncation](#)
- [AND, OR and NOT](#)
- [Past Searches](#)
-
- [Print/Save/Email](#)
- [Add to List/View List](#)
- [E-Shelf](#)
- [Saved Searches](#)
-
- [Course Reserves](#)
- [Change Databases](#)
-
- [Your Account](#)
- [Online Renewals](#)
- [>> Requesting Items](#)
- [End Session](#)
-
-
- [Exit Help](#)
- [Close Window](#)
- [\[Return to Session\]](#)
-
- [UF Libraries' Catalog](#)
- [\[Open New Session\]](#)

Hold Request - Gator, AI

On loan until: 10/01/04 09:00 PM

Pickup/delivery location : SCIENCE LIBRARY

Period of interest : from 20040819 to 20041019 (Date format : yyyyymmdd)

Periodical Requests Only: Please complete the information below

Author of article

Title of article

Pages

Year

Note

Carefully note the pickup library where the item will be available. Use the second **Period of Interest** field to indicate the date by which you need the material. (Leave the first date as today's date.) Change the **to** date **only** if you must have the item before that date. Then click the **Go** button.

You will be taken to the [Full Record](#) display for the item. A note at the top of the display will indicate that your request has been registered.

! Item has been requested for pick-up at SCIENCE LIBRARY.

[Full View of Record](#)

You can check the status of requests that you have already submitted by connecting to the [Your Account](#) screen and clicking on the [Hold requests](#) link.

Hold Requests for: Gator, AI

For details about a hold request, click the underlined number.

No.	Description	Request date	End request date	Hold date	Sub-Library	Request status	Call number	Call number 2	Item Description	Pickup Location
<u>1</u>	Patience & fortitude : a roving chronicle of book people, book places, and book culture / Nicholas A	08/19/04	10/19/04		Request Retrieval	In process	Z4 .B395 2001			SCIENCE LIBRARY

If you are not a UF faculty/student/staff or other registered user with borrowing privileges, you may request items when the location reads "request retrieval" or "storage". Instead of clicking the Request button on the [Holdings](#) screen, click the [Retrieval Help](#) button in the orange bar at the top of the screen. Choose the [Alternative Form](#) and follow the instructions.

See more details on the Request process for [Retrieval and Storage](#) items.

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Michigan State University Libraries

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Remote Storage Request

Material with the Remote Storage location is housed in North Lansing. Requested material is picked up every weekday afternoon by library staff. Items requested before 11 AM Mon-Fri will typically be ready to pick up that same day by 5 pm. Items requested after 11 AM Mon-Fri will typically be ready to pick up by 5pm the following weekday. Items requested on weekends or after 11 AM on Fridays will typically be ready for pick up by 5pm Monday. It will be held for ten days and you will be notified that it is ready for pickup by e-mail.

Requesting a journal? It may be available ONLINE for you to print or download now! [Check this list of journal titles](#) - if yours is here, simply click on it, then click "browse this journal" to find the issue you need! (Avoid the wait for Remote Storage retrieval and a trip to the library to check it out!)

Your Name: (required)

Complete E-Mail Address:
(required)

Please include host name, and proof-read before submitting **Example:** doejane@msu.edu

BARCODE from MSU ID Card: 2-
1293- (required)

**** If you do not have an MSU ID or Library card, please see the bold footnote below**

Campus Phone:

Home Phone:

Book/Journal Title: (required)

Author:

MAGIC Call Number OR
Government

Document Call Number (required):


Volume/Year:

Other Information

Delivery Options (MSU Faculty/Staff, Medical and Gull Lake students ONLY)

Because much of the material in Remote Storage is fragile, delivery via campus mail is not available. We will hold the item for you at the Main Circulation Desk, or it can be delivered by library courier to one of our Branch Libraries (where it will be available according to the same schedule as above). NOTE: Journals available online are an exception -- they will not be delivered to a branch library, but will be held only at Main Library Circulation. Please indicate your choice below:

- Hold** at Main Library Circulation for pickup.
- Deliver** to MSU Branch Library highlighted below.

Biomed Phys Sci Lib Business, Basement, Law Bldg. Engineering, 1515 Eng Bldg Geology, 5 Nat Science	
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**** If you do not have an MSU ID or Library card, you are probably eligible for a "Community borrower's card" if you meet the following requirements: you are a Michigan resident, at least eighteen years of age, have picture ID and proof of Michigan residence. Please inquire at the Main Circulation Desk. If you wish to request US Government Documents from Remote Storage but are not eligible (or do not wish to obtain) an MSU Community Borrowers Card, please ask for the Supervisor at the Circulation Desk to place your request or e-mail: kriss@mail.lib.msu.edu**

Click here to **submit**:

Click here to **reset**:

[Return to Circulation Services](#)

[Return to Services & Request Forms](#)

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NORTHWESTERN UNIVERSITY LIBRARY

circulation

NUcat: the library catalog

Einstein: Quick start your research

ER: Electronic Resources

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RENEW BOOKS OR CARRELS, RECALL BOOKS, REQUEST STORAGE OR CHICAGO CAMPUS ITEMS

What do you need to do?

Choose an Option

Forms :

[Renew Books](#) · [Recall Books](#) · [Request Uncatalogued Materials](#) · [Request Chicago Campus Materials](#) · [Storage Facility Request](#) · [Renew a Carrel](#) · [Research Assistant Application](#) · [University of Chicago Borrowing Privileges](#)

Article Scanning Request from LSF Bound Journals

NU Faculty may request scans of articles from journals stored in the **Library Storage Facility**. **Articles already available in electronic format will not be scanned**. Email replies will include a secure internet link to a PDF file of the scanned article. It is the patron's responsibility to save files or produce print copies of articles requested.

» [Use the form below to request an article to be scanned from a bound journal housed in the Library Storage Facility.](#)

Please note: All patrons, including Faculty, may still [request retrieval of bound journal volumes from the Library Storage Facility](#), which will be brought to the Main Circulation desk.

Research Assistants for NU Faculty may make article scanning requests on behalf of a faculty member, but must be [set up with the official link to the Faculty member's borrowing account on the Research Assistant's WildCARD](#). You must state the name and email address of the Faculty member for whom you are requesting an article scan in the Comments section if you are a Research Assistant.

Personal Information

Faculty Name*

Faculty WildCARD Barcode Number*

Faculty Email*

Department

Phone Number



Article Scanning Request Information

Journal Call Number*

Journal Title*

Journal Volume, Issue and/or Year*

Page Numbers*

Article Title*

Article Author(s)*

Publisher

Place of Publication

Comments

The copyright law of the United States (*Title 17, United States Code*) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research."

If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgement, fulfillment of the order would involve violation of copyright law. No further reproduction and distribution of copies received from this service is permitted by transmission or any other means.

I acknowledge that I have read and understand the implications of the above copyright notice. *

***Required fields**

fondren library



Circulation

[Fondren Library](#)[Catalog](#)[Site Search](#)[Rice University](#)

LSC Retrieval Request

Have you checked to see if the desired journal article is online and available **without delay**?

[Click here](#) to see if the journal is available online for the year you need! Be sure to check the "Coverage" column - [fulltext available off-campus only to those with Rice computing accounts](#); fulltext available to **all library users** at library computers

Use this form to request items listed in WebCat (the Library's online catalog) with the location of **LSC** or **LSC-ANALYTIC**. [What do these locations mean?](#) LSC retrieval is provided for all library users (*Fondren Express clients, wishing to have the item delivered to their office, should request the item through ILLiad*).

Requests:

- 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**

Your name and contacts (in case of questions):

Name:

Full E-mail address:

*Field must be entirely blank, contain a complete address or else webform will generate error message. Do **not** place a space before email address.*

Rice Department:

Rice Extension:

Home phone:

Rice Faculty

Rice Staff

Rice Grad Student

Rice Undergrad

Other

If other please specify:

Describe the material you need retrieved:

Please help us help you! Contact Reference Desk (713-348-5113) for assistance verifying

citations when your designation does not match that in WebCat (e.g. you have only year and WebCat lists only volumes ... or vice versa) before placing a retrieval request. Lack of complete and/or inaccurate information may lead to incorrect or delayed retrieval.

Libris call number:
(required)

Book/article author:

Book/journal title:
(required)

Volume #:
(required)

Year/month:
(required)

Pages:

Page numbers will be used only to clarify needed part of multi-part volumes.
The LSC does not have the facilities to copy/scan/fax pages.

Notes to librarian:

Select to submit your request.

What do these locations mean?
Storage items are volumes housed in Fondren Library's 20+ year closed-stack storage enclosure, located under the east risers of the Rice Stadium. (As of October 2005, all items physically located in the Storage facility have been transferred to the newer LSC facility. Final cleanup of items listed in WebCat (clearly no longer in the Library's collection) is pending.

LSC stands for volumes housed in the new, state-of-the-art library high-density facility completed in 2004. The facility is located at the South Campus ([click here for additional information](#)).

LSC-WRC items are materials from the Woodson Research Center (which owns rare materials and University Archives) that are housed in the LSC. Items with this location designation can **only** be retrieved at the request of the WRC staff and used in the Woodson Research Center under staff supervision. Contact the Woodson at woodson@rice.edu or 713-348-2586 to arrange for use of these materials.

LSC-SPECL items are restricted-use materials that are housed in the LSC. Items with this location designation can be retrieved without special staff permission, but can **only** be delivered to, and used in the Woodson Research Center under staff supervision.

LSC-INPROCESS items cannot be retrieved. Please contact Interlibrary Loan (<http://rice.illiad.oclc.org/illiad/logon.html>) to borrow a copy or check back in 2-3 days (LSC-INPROCESS items change status to LSC daily, at which point they may be retrieved).

LSC-ANLYTC indicates the item is in the LSC (this designation is used when the bibliographic record is for an item that is part of a monographic series, and the barcode has been "linked" to the bibliographic record for that series instead of to the individual monograph's bibliographic record). When the automatic request function is activated in WebCat, records with LSC-ANLYTC will not offer a 'retrieve' option - the user will need to locate the series record and request retrieval from that record. Please contact the Reference Desk (713-348-5113) for assistance!

Select to erase the form.