

Requesting Materials through the Library Catalog


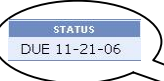
Book Notes from the Denver Campus Library

Three types of requests: hold, recall, or page.

What's the difference? When a hold is placed, you are asking to be notified when a checked-out item has been returned to the Library. You would be next in line for the item. When a recall is placed, you are asking that a checked-out item be returned before it's originally scheduled due date. A page, on the other hand, is when you request an item that is not currently checked-out.

Did you know that most books and visual materials owned by the Denver Campus Library can be requested through the Library Catalog and held for you, even if they are currently checked out?

Recall =

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If an item is checked out and you want it immediately, you can place a **Recall** by clicking the Request button and entering your name, library barcode number and pick-up location.

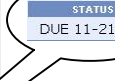

All circulating books and videos are subject to recalls once the items have been checked out.

When you place a recall, the student who currently has the item will be sent a **recall notice** that changes the original due date of the item.

The student with the item has **4 days to return the item**, otherwise he/she will start accruing fines.

Fines on recalled items are **\$1.50 per day, per recalled item**.

Hold =

 +  + Info Desk
If an item is checked out and you don't need it immediately (but want it next), you can place a **Hold** by visiting the Information Desk. Only Library Staff have the ability to place holds.

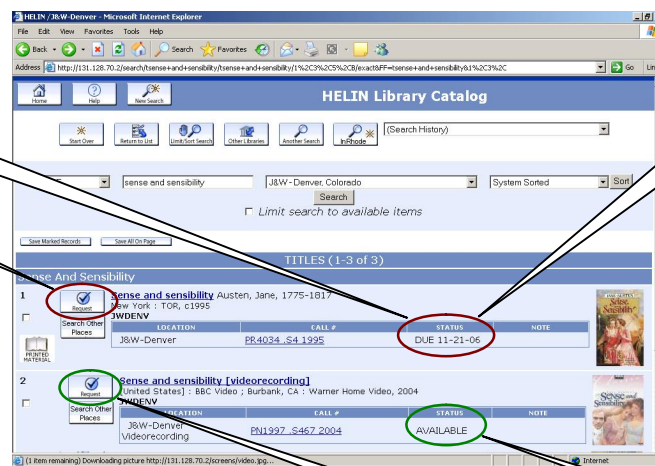





Fig 1. Library Catalog Result List

Page =

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If an item is "available" and you "request" it, you will be asking the library staff to pull the item from the shelves and hold it for you at the Check-Out Desk.

To recall or page an item through the Catalog

1. Go to <http://library.jwu.edu>
2. Click on **Library Catalog** and search for an item
3. View the record of the item and verify that it is owned by the Denver Campus Library (Location = J&W-Denver)
4. Click the  button next to the item.
5. Fill out the Request Verification Form by entering your:

- First & Last Name
- Library barcode number
- Select "JWU Denver" as the pickup location
- Enter "Cancel if not filled by" date (optional)
- Click "Submit"

Fig 2. Verify Request

Fig 3. Recall Notice

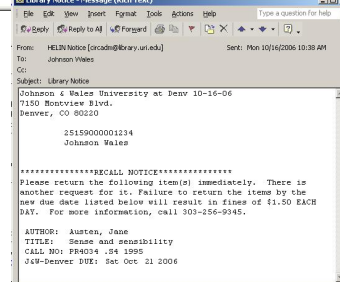
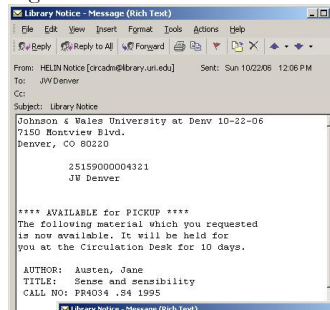


Fig 4. Pickup Notice

Notification of Requests

When a recall has been placed on an item you have checked out or your request is ready for pick-up, you will be notified through your JWU e-mail account. Items will be held at the Library's Check-out Desk.

For more information

about the Library visit us online at <http://library.jwu.edu/denver> or call us at 303-256-9345