

## How to get a book or journal from the library stacks

Search the library catalog.

Find and display the title you want to have brought to your seat.

Click the **request** button at the top of the screen.

### Screen 1

The screenshot shows the top navigation bar with links: History, Titles, Headings, WALDO, My Account, Bookbag, Request, Login, Help, Home. The 'Request' link is circled. Below the navigation bar is a login form with the text: "Please enter your Institution ID and Last Name, then click the OK button." The form contains two input fields: "Emp # or Seat #" and "Last Name". Below these fields are "Login" and "Reset" buttons. A callout box points to the "Emp # or Seat #" field with the text: "Emp # or Seat #: Type s and the seat number you have been given when came into the library. E. g. S22 if you are sitting in seat 22. Last Name: Type guest Click Login".

### Screen 2

The screenshot shows a form titled "Please Choose the Type of Request". It contains a dropdown menu with the text "callslip (10 available)". Below the dropdown are "OK" and "Reset" buttons. A callout box points to the "OK" button with the text: "This tells you how many requests you have. Click OK". At the bottom of the form is a navigation bar with links: Search, History, Titles, Headings, WALDO, MyAccount, Bookbag, Request, Logout, Help, Home.

### Screen 3

The screenshot shows the "WebVoyage Request: callslip" form. It has a title bar and several fields: "Title: The New England journal of medicine.", "Instructions: Please select an item.", "Select an item: y198-295 c. 1", "Emp # or Seat #", and a large text area for "Instructions (Include vol. issue no., page, year etc.) Limit to 100 characters.". At the bottom are "Submit Request" and "Clear Form" buttons. A callout box points to the "Emp # or Seat #" field and the "Submit Request" button with the text: "Fill in these boxes Do not do anything here Type your seat number here Type the citation here Click submit".

You will get this message: **Your Patron Initiated Request was successful.**

Click logout when you have finished requesting your books/journals.