How to Place a Recall

A recall is a request for an item that has already been charged out to another library patron.

When you place a recall on an item, the patron who has the item is asked to return it to the Library. Please allow at least 2 weeks for recalled items to be returned to the library for you to pick up. Once returned, a recalled item will be held in your name at the help desk for one week. The library will notify you when the item is ready for pickup.

When searching in Quick Find, you may find that a book or other Library material is already charged out, renewed or requested. In the example below, the book “The unborn: the life and teaching of Zen Master Bankei” shows status: On loan until 09/01/2017.

1) Place a recall on this book or any other library item that is charged out by signing into your library account with your uregina.ca username and password.

2) Click on the Request button in the middle of the screen.
3) You will get a Quick Find Request form like the one below. Include the following information:

- **Material Type:** Book
- **Terms of Use:** Dependent on your user group.
- **Pickup At:** Automatically selects the library which owns the item.
- **Not Needed After:** The default is 30 days.
- **Comment:** Include your name, phone number, and email. If you are a long distance student, signify that you’re with UREAD.
4) Click on “Request.” The system will indicate that your request has been accepted by flashing “Request placed. Place in queue is ___” on the screen.

5) Click on the “Back to Results List” button at the upper left of the Quick Find screen to continue your catalogue search or click on the sign out button to exit.

For help, please phone Circulation Services, Dr. John Archer Library at (306)-585-4133 or e-mail Circulation Services.