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 Circulation Desk for one week. The library will notify you when the item is ready for pickup.

When searching the Library Catalogue, WebVoyage, you may find that a book or other Library material is already charged out, renewed or requested. In the example below, the book “Political anthropology an introduction” shows Status: Charged – Due date 01/05/04.

1) Place a Recall on this book or any other library item that is charged out by clicking on the Request button at the top of the WebVoyage screen.

2) Enter the barcode from your Student ID card (21957…) along with your last name in the text boxes provided and then click Login.
3) Click on the drop down window that appears to choose type of request. Highlight **Recall** and click **Ok**.

4) You will get a WebVoyage Request: **Recall** form like the one below. Include the following information:
   - **Barcode**: Enter the barcode at the bottom of your Student picture ID.
   - **Comment**: Include your name, phone number, and e-mail.
   - **Pickup At**: Highlight the pickup location of the library which owns the item. This is where you will go to pick up the item once it is returned.
   - **Not Needed After**: The default is 30 days.
5) Click on “Submit Request.” The system will indicate that your request has been accepted by flashing “Your Patron Initiated Request was successful” on the screen.

6) Click on the “Search” button at the top of the WebVoyage Screen to continue your catalogue search or click on the Logout button to exit.

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