

## 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.

BOOK  
**The unborn : the life and teaching of Zen Master Bankei, 1622-1693**  
Bankei, 1622-1693. ; Bankei, 1622-1693.; Waddell, Norman.  
c1984

TOP  
SEND TO  
GET IT  
DETAILS  
LINKS  
VIRTUAL BROWSE

Send to

EXPORT BIBTEX EXPORT RIS REFWORKS ENDNOTE EASYBIB CITATION PERMALINK PRINT

Get It

Sign-in for more options [Sign in](#)

REQUEST OPTIONS: [Ask Us](#)

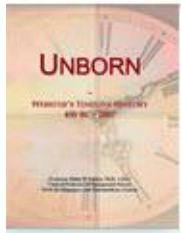
ARCHER Library ARCHER BQ 942 A54 A313  
[Hide Details](#)

(1 copy, 0 available, 0 requests)

1 - 1 of 1 Records

BARCODE	TYPE	POLICY	DESCRIPTION	STATUS
31957002459257	Book	Loanable		On loan until 09/01/2017 19:45:00 CST

- 2) Click on the Request button in the middle of the screen.



BOOK  
**The unborn : the life and teaching of Zen Master Bankei, 1622-1693**  
 Bankei, 1622-1693. ; Bankei, 1622-1693.; Waddell, Norman.  
 c1984

TOP

SEND TO

GET IT

DETAILS


LINKS

VIRTUAL BROWSE

Send to \_\_\_\_\_

EXPORT BIBTEX EXPORT RIS REFWORKS ENDNOTE EASYBIB

Get It \_\_\_\_\_

REQUEST OPTIONS: [Request](#) / [Ask Us](#) 

ARCHER Library ARCHER BQ 942 A54 A313  
[Hide Details](#)

(1 copy, 0 available, 0 requests)

- 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**.

**UNBORN**  
**The unborn : the life and teaching of Zen Master Bankei, 1622-1693**  
 Bankei, 1622-1693.; Bankei, 1622-1693.; Waddell, Norman.  
 c1984

BOOK

TOP  
 SEND TO  
 GET IT  
 DETAILS  
 LINKS  
 VIRTUAL BROWSE

Send to \_\_\_\_\_

EXPORT BIBTEX EXPORT RIS REWORKS ENDNOTE EASYBIB CITATION PERMALINK PRINT E-MAIL

Get It \_\_\_\_\_

Details of title you requested:

Material Type:


Terms of Use:

Pickup Location: \* ARCHER Library

Not Needed After:  X

Comment:

CANCEL

 **REQUEST**

- 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.