

Request to Page a Book from a Closed Stacks Area

Name* _____ Date _____

If you are working for a journal, please indicate the journal and article instead of your own name.

Check one:

☐ Please deliver any found books to my LR carrel or office # _____.
or

☐ I will come to the Circulation Desk to pick up the books found. I understand that any books not picked up within a week will be returned. If I need to use the books on a continuing basis, I will apply for a carrel or request that they be kept on the holdshelf for me.

Attach a Lexcalibur print out of your request, with specific volumes clearly marked, to this paging form.

Please ask a Circulation Desk Assistant for help if you cannot find the exact volume of what you want paged from the Closed Stacks in Lexcalibur.

*In order to have books paged, you must be a registered library user. When you give this form to the Circulation Desk Assistant, your eligibility will be confirmed or you will be told how to take the steps necessary to register.

*** To be filled in by library staff ***

Request accepted by _____ Date _____ Time _____ p _____

RESPONSE

- | | |
|--------------------------|---|
| <input type="checkbox"/> | Book was found and has been checked out and delivered to your office/carrel. |
| <input type="checkbox"/> | Book was found and can be obtained at the Circulation Desk. |
| <input type="checkbox"/> | Book was not found; you may request a search at the Circulation Desk. |
| <input type="checkbox"/> | The book you requested is not available through paging: |
| | <input type="checkbox"/> it is shelved in an open stacks area; retrieve it from _____. |
| for | <input type="checkbox"/> it is not available; use a copy from another location or ask at the Reference Desk |
| | further assistance. |
| <input type="checkbox"/> | Other: |