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Requesting Books

Book Delivery from Other Libraries in Primo

Start

Library LAURIER

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The screenshot shows a web browser window displaying the Primo Library search results for the query "global warming fixing climate change". The search results are sorted by relevance and show 6 results for Guelph / Laurier / Waterloo. The first result is "Fixing climate : what past climate changes reveal about the current threat--and how to counter it" by Kunzig, Robert, Broecker, Wallace S., 1931-. The book is available at the University of Guelph Library Guelph McLaughlin Book Stacks (QC881.8 CS B738 2008) and other locations. A red box highlights the "Requests" link under the title. The second result is "Fixing climate : the story of climate science - and how to stop global warming" by Kunzig, Robert, Broecker, Wallace S., 1931-. The book is checked out. The third result is "The climate fix what scientists and politicians won't tell you about global warming" by Pielke, Roger A., 1968-. The book is available at Basic Books c2010.

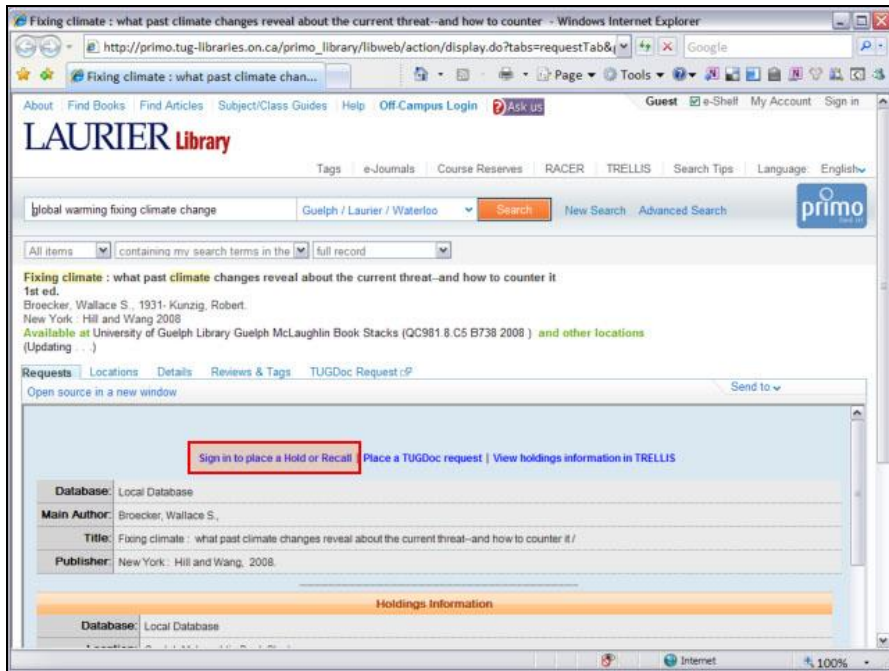
If you find a book in the Primo Library catalogue that is located at the University of Waterloo, Guelph, the Annex or other Laurier campuses, you can have it delivered to your nearest library for you to pick up. I'll show you how.

Let's assume you've done a search in Primo and found a book you want at another library. In this case, we want a book located at the University of Guelph.

Click on the Requests link underneath the title.

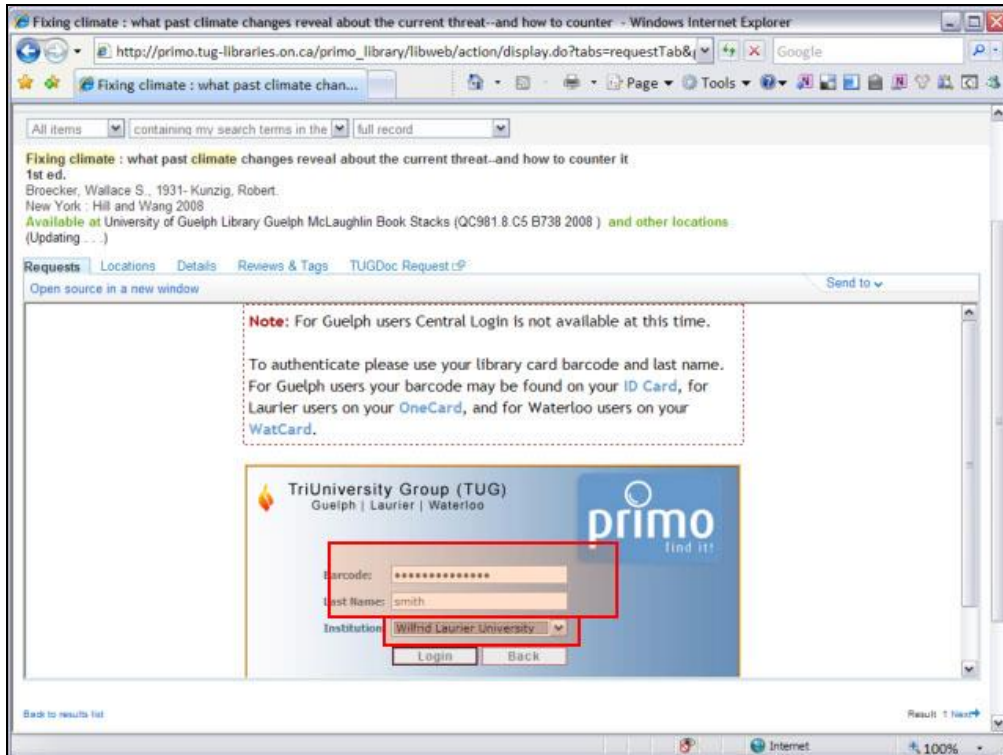
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This brings up another window with details about the book. Click the Sign in to place a Hold or Recall link.

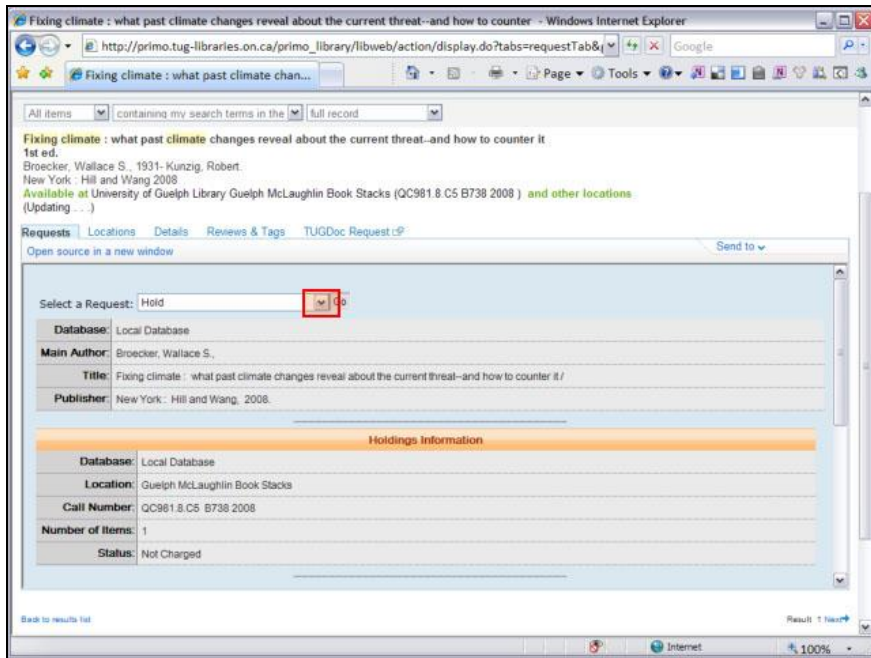
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Now you'll have to sign in. Enter the barcode on your Onecard and your last name. Make sure you use your barcode (which usually starts 29804...), not your Laurier ID number. Then, pick Wilfrid Laurier from the drop-down list of universities and click Login.

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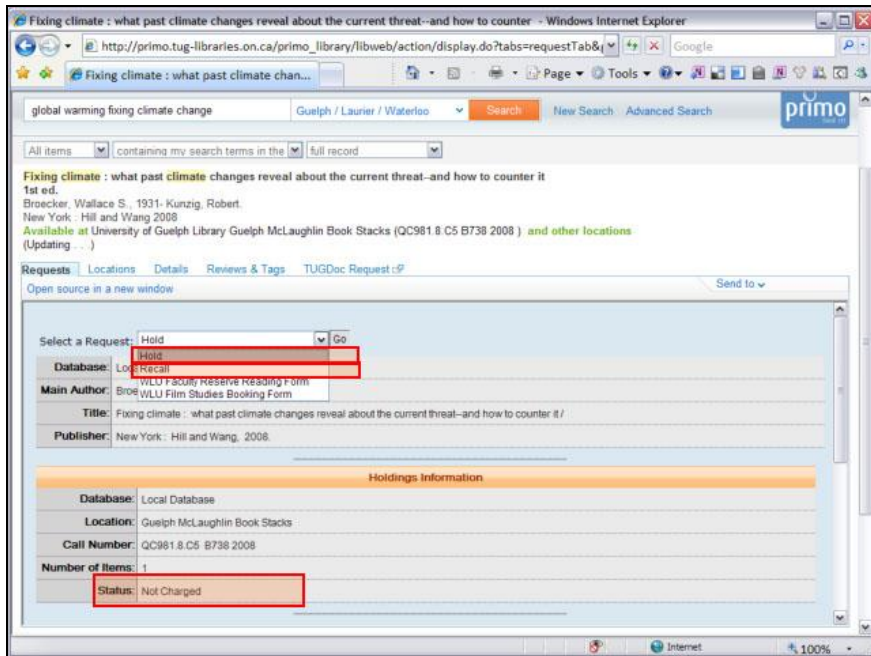
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You'll be brought back to the book information.

Now you need to select a request type. Click on the arrow next to the drop-down menu for Select a Request.

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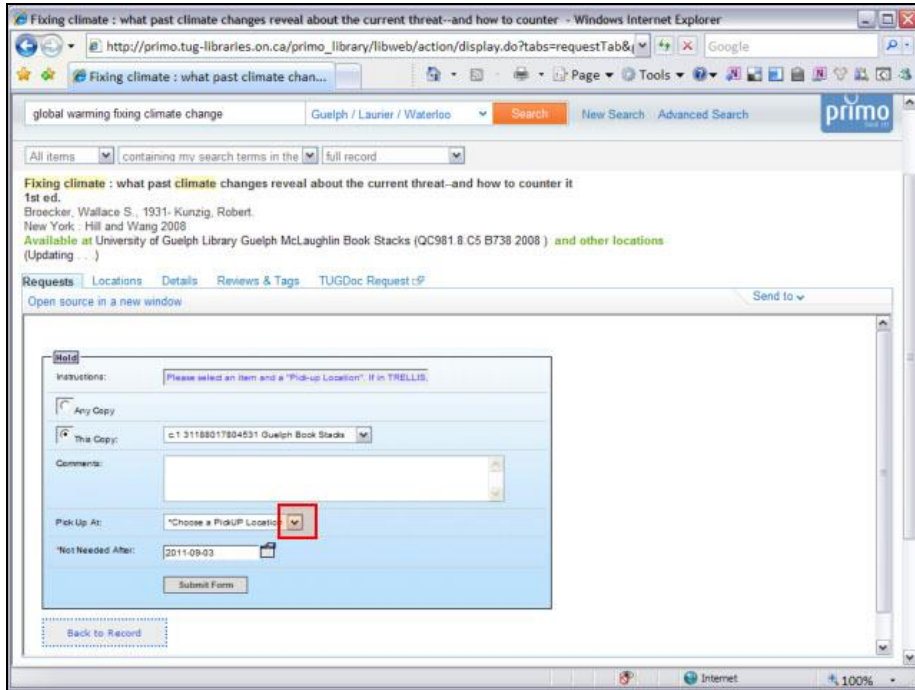
Check the book's status in the Holdings Information area.

If it says Charged the book is already checked out, so choose Recall instead.

If it says Not Charged, choose Hold as your request type. In this case, the book is not charged, so I will pick Hold.

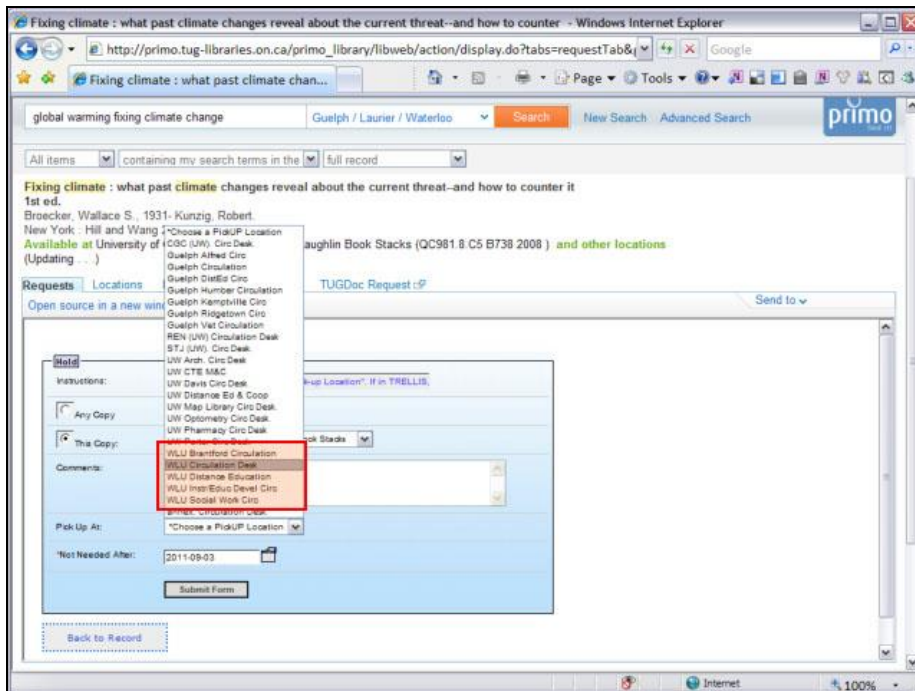
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Now you need to specify where you want to pick the book up when it is delivered. Click on the arrow next to Choose a Pickup Location.

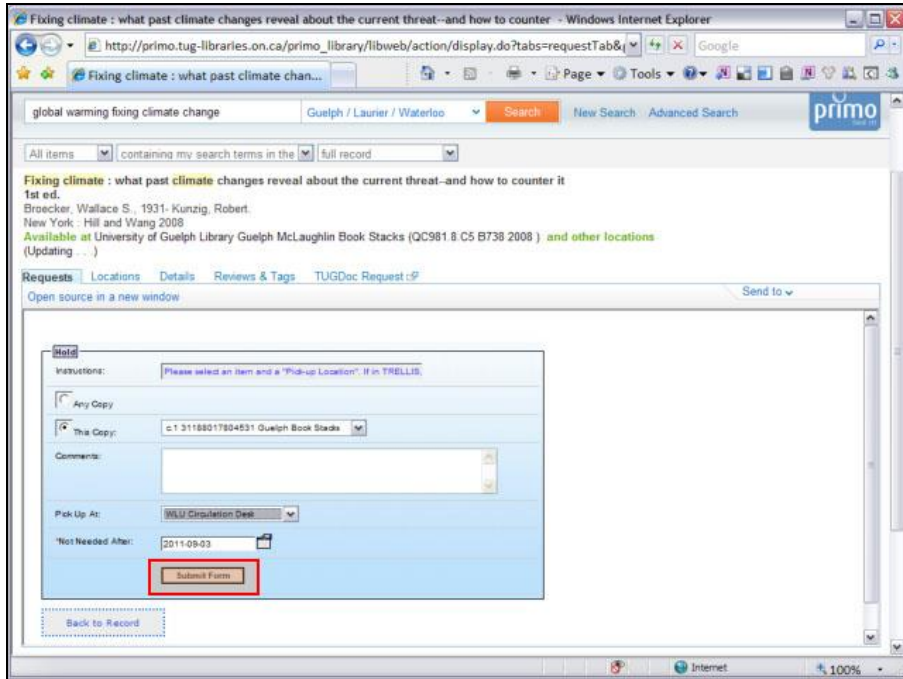
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Then, choose the location nearest to you. Normally, that will be either WLU Brantford, WLU Circulation Desk (for the Waterloo campus), or WLU Social Work.

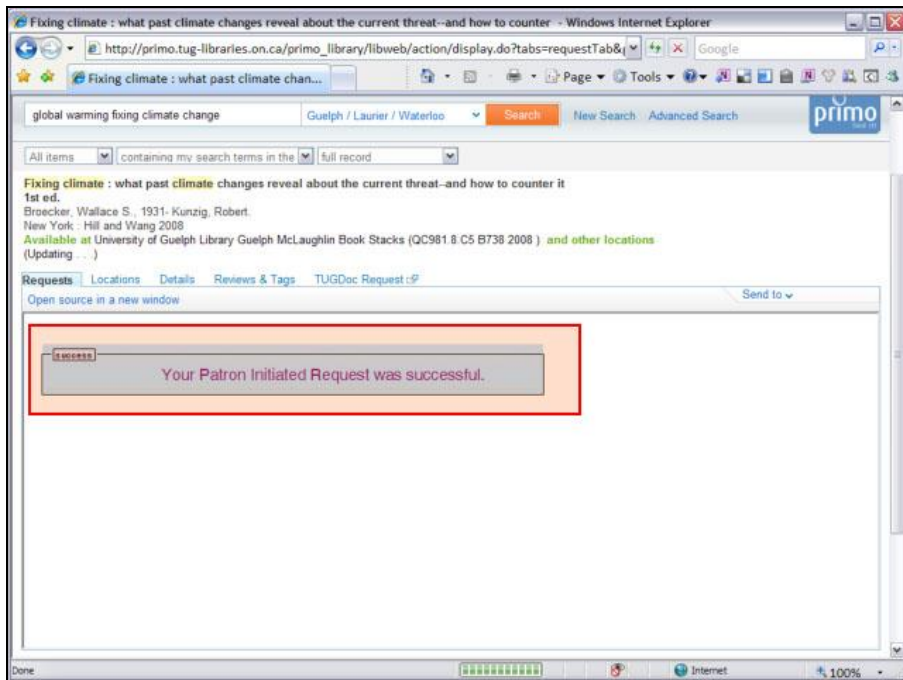
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Then, click on Submit Form.

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You're done. You should see a confirmation that your request was submitted successfully.

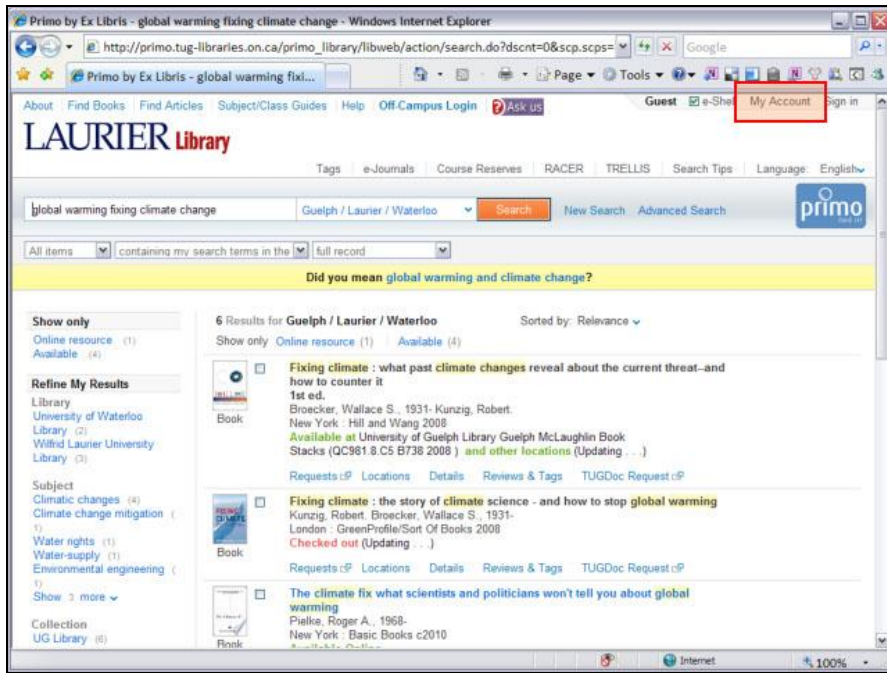
If you chose Hold, your book should be delivered in 1-3 days. You will be notified by Laurier e-mail when it arrives.

If you chose Recall, the person who has it has up to a week to return it. You will be notified when it is in.

In both cases, you have 6 days to pick the book up. After that, unclaimed books are returned to their original library.

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While you are waiting, you can check the status of your request in your library account. Log into your account in Primo. Your outstanding requests will be listed, along with their status.

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A graphic with a white background. At the top, the word "Questions?" is written in a large, purple, sans-serif font. Below it is a purple speech bubble icon. Underneath the icon, the URL "library.wlu.ca/help/askus" is written in a purple, sans-serif font. At the bottom of the graphic, there is a horizontal bar with a color gradient from purple to yellow. Below this bar, the word "Library" is written in a yellow, sans-serif font, and the word "LAURIER" is written in a purple, sans-serif font with a yellow maple leaf icon to its right.

If you have any questions, ask us at library.wlu.ca/help/askus.