

# ELECTRONIC REQUEST FOR ITEMS IN THE RESEARCH LIBRARY OF TOMSK STATE UNIVERSITY



Electronic request for items from the book depository can be made using:

- the E-catalog;
- the digital version of the card catalog.

### **Possible reasons for refusing your request:**

- your Reader Card has expired.
- you have a debt at the Circulation Desk.
- you have more than 20 requests for books and periodicals.

A request can be made at any time and from any computer with Internet connection.

### **Requesting items from the electronic catalog**

- find the item you need in the E-catalog,
- click **Place hold**,
- enter the number of your reader card and the password to Your Account obtained at registering at the library (when requesting periodicals (magazines and newspapers) it is necessary to indicate the year, number, volume or issue in the **Hold notes** window),
- click **Confirm hold**.

A request is fulfilled within 90 minutes if made from 9:00 till 17:00. Requests that come after 16:00, on Saturday, Sunday, a holiday, or on cleaning days are fulfilled the next working day.

The requested materials are held at the Circulation Desk or in the Professors' Reading Room for 5 days for the reader to borrow.

Information about the requested and reserved materials is shown in Your Account in the **Holds** tab.

**Note!** Requests for newspapers and magazines are not shown in Your Account.

### Requesting items from the digital version of the card catalog

- click the **Request** button in the top right corner of the screen,
- carefully fill in all the fields in the request form,
- click the **Request** button under the card.

To request several items, you can also use the cart (the Cart icon in the top right of the screen).

To do so, click the **Plus** icon under each card.

A request for items from the digital version of the card catalog is fulfilled within 3 hours if made from 9:00 till 17:00. Requests that come after 16:00, on Saturday, Sunday, a holiday, or on cleaning days are fulfilled the next working day.

The requested materials are held at the Circulation Desk or in the            for 5 days for the reader to borrow.

**Note!** Requests for items from the card catalog are not shown in Your Account.

Should you have any problems with requesting an item, ask a reference librarian for assistance.

