Angus L. Macdonald Library

Request & Retrieve @ the Angus L. Macdonald Library

Introduction

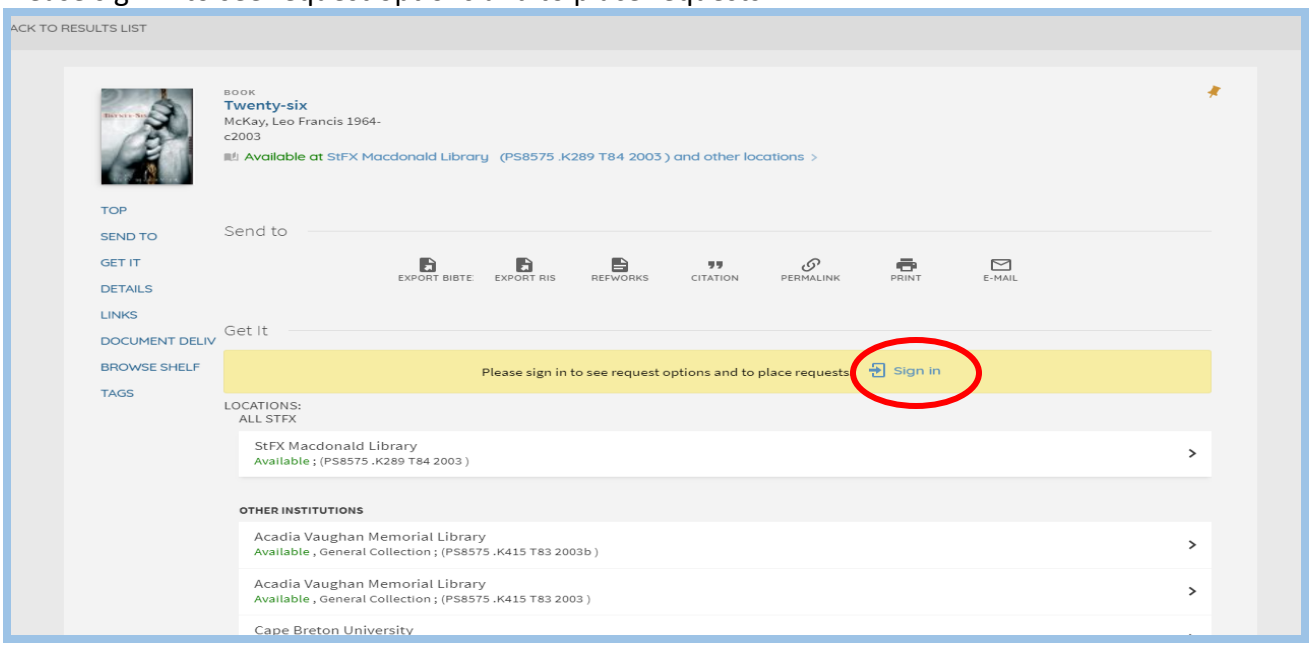
This handout is intended to teach you how to use our **Request & Retrieve** service at the Angus L. Macdonald Library.

Step 1:

- Go to the Library website: **http://sites.stfx.ca/library/**
- Enter the title of the **BOOK** that you are looking for in the Library search box.
- In this example, the title of the BOOK is: **" Twenty-six"**
- **TIP:** Putting quotation marks around your search term will provide more precise results

Step 2:

- Select the correct book, a new window will open showing all of the locations this item is available.
- Please sign in to see request options and to place requests

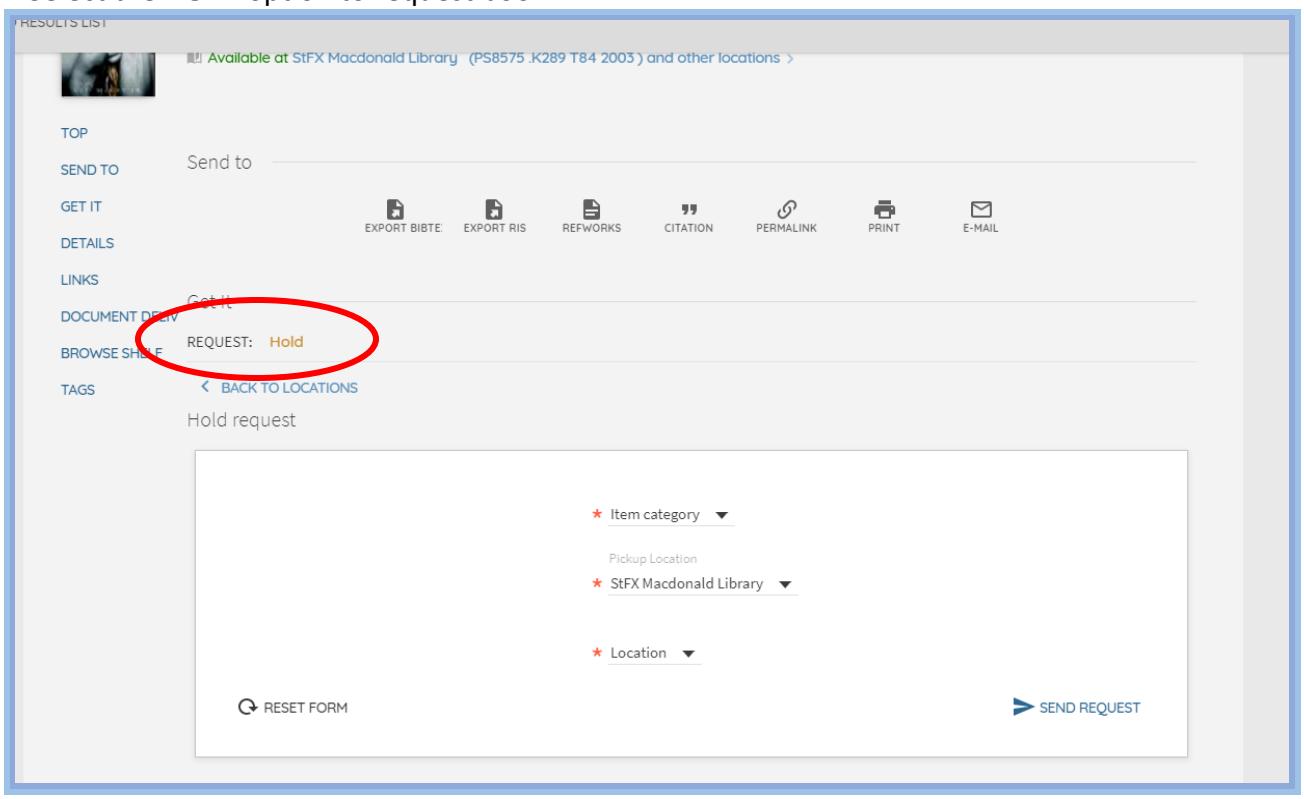


Step 3:

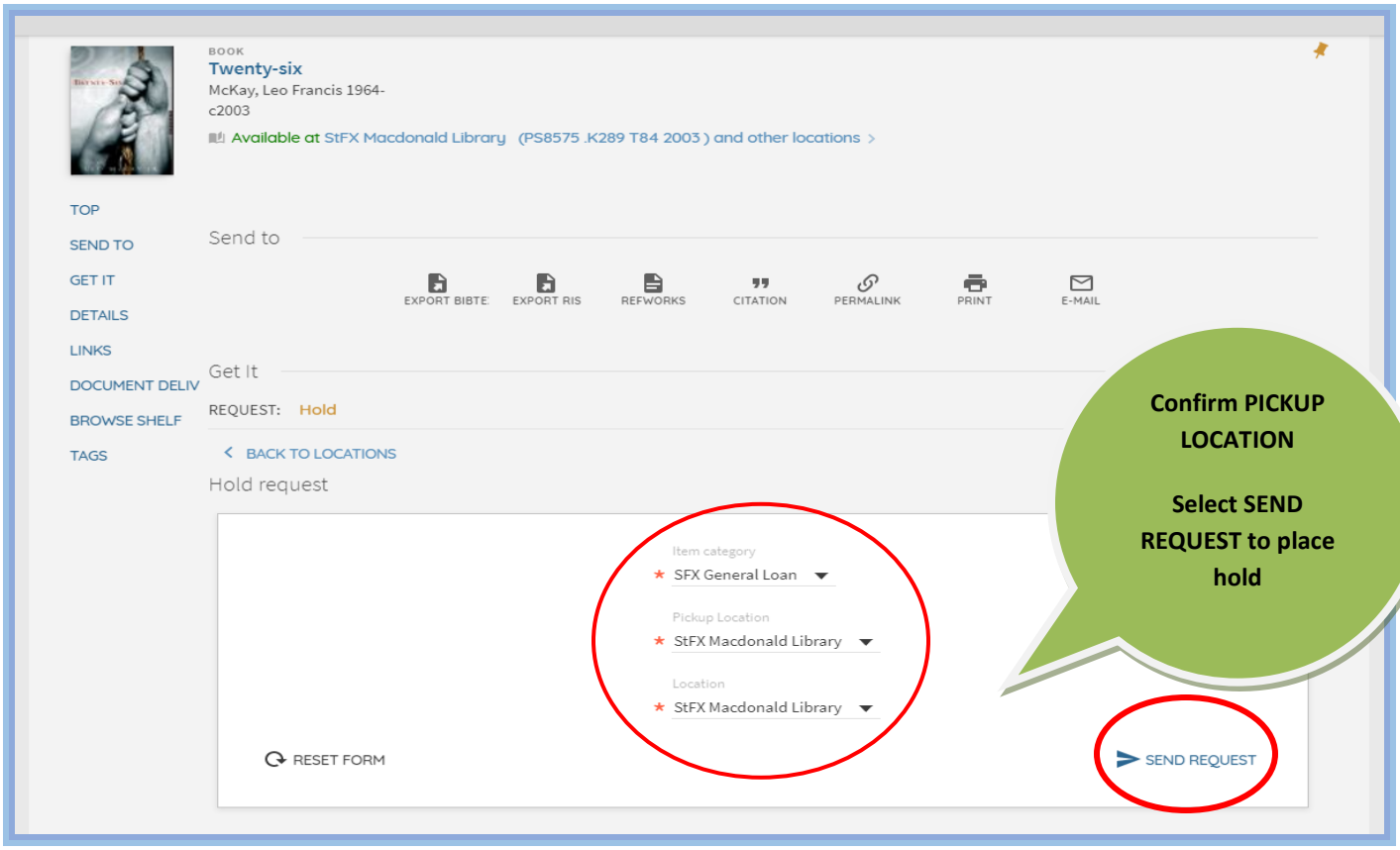
- You will be brought to the following screen.
- Your Barcode is located on your StFX ID and begins with **2199300…**
- Your Password is the last **FOUR DIGITS** of your home or office phone number

Step 4:

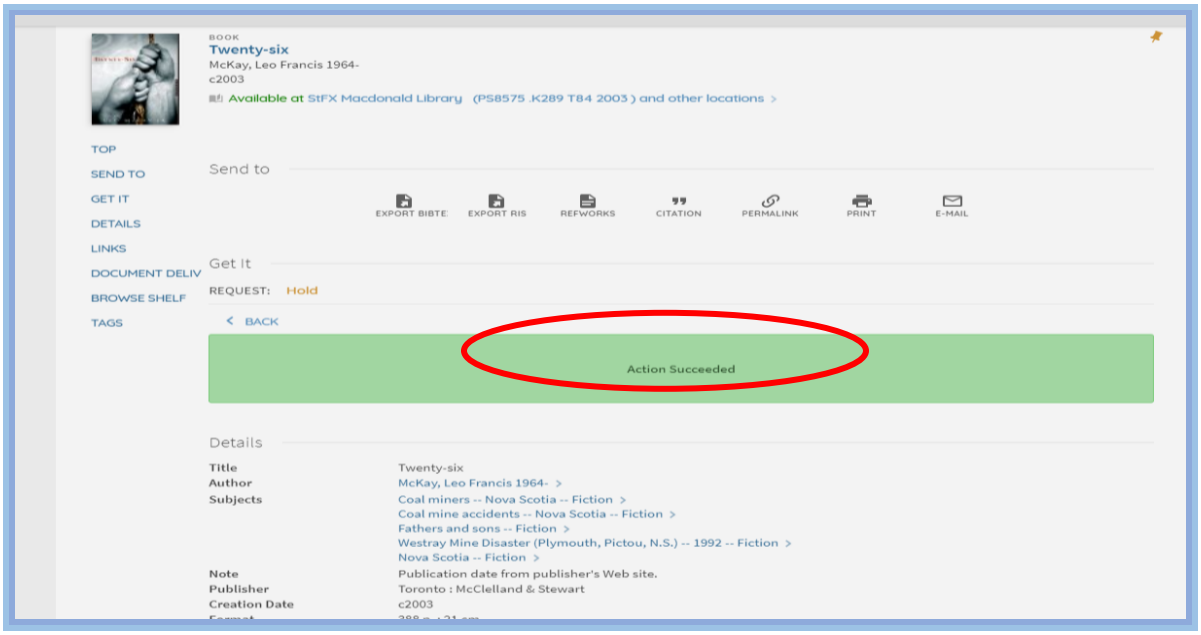
- Select the **HOLD** option to request book



- Confirm **Item Category** as **SFX General Loan,** and **Pickup Location** as well as **Location** as **STFX Macdonald Library**
- Select **SEND REQUEST** to submit the hold request.



Step 5:

Congratulations! You have successfully placed a hold.

- You will receive an email notification when the item is ready for pick-up, or if the item could not be located.
- Allow one business day for items to be retrieved.