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

TO RESULTS LIST		
Starter by	BOOK Twenty-six McKay, Leo Francis 1964- c2003 Available at StFX Macdonald Library (PS8575 .K289 T84 2003) and other locations >	*
TOP SEND TO GET IT DETAILS LINKS	Send to	
DOCUMENT DELIV	Get It	
TAGS	Please sign in to see request options and to place requests 🛃 Sign in LOCATIONS: ALL STFX	
	StFX Macdonald Library Available ; (PS8575 .K289 T84 2003)	>
	OTHER INSTITUTIONS	
	Acadia Vaughan Memorial Library Available , General Collection ; (P58575 .K415 T83 2003b)	>
	Acadia Vaughan Memorial Library Available , General Collection ; (PS8575 .K415 T83 2003)	>
	Cape Breton University	



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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

	III Available at StFX Macdonald Library (PS8575.K289 T84 2003) and other locations >
TOP	
SEND TO	Send to
GET IT	
DETAILS	EXPORT BIBTE EXPORT RIS REFWORKS CITATION PERMALINK PRINT E-MAIL
LINKS	
DOCUMENT DES	v Cottle
BROWSE SHELF	REQUEST: Hold
TAGS	< BACK TO LOCATIONS
	Hold request
	 * Item category Pickup Location * StFX Macdonald Library
	* Location 👻
	C+ RESET FORM

Last Updated January 2018



- 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.

Sector San	BOOK Twenty-six McKay, Lee Francis 1964- c2003 BM Available at StFX Macdonald Library (PS8575.1K289 T84 2003) and other locations >
TOP	Send to
GET IT DETAILS	EXPORT BIBTE EXPORT RIS REFWORKS CITATION PERMALINK PRINT E-HAIL
	Get It
BROWSE SHELE	REQUEST: Hold
TAGS	< BACK
	Action Succeeded
	Details
	Title Twenty-six Author McKay, Leo Francis 1964- > Subjects Coal miners Nova Scotia Fiction > Coal miner accidents Nova Scotia Fiction > Fiction > Fathers and sons Fiction > Westray Mine Disaster (Plymouth, Pictou, N.S.) 1992 Fiction > Nova Scotia Fiction > Nova Scotia Fiction >
	Note Publication date from publisher's Web site. Publisher Toronto : McClelland & Stewart Creation Date c2003 Example 286 - c21 cm