

Requesting Records from the Oak Street Storage Facility

This file also found in G:\Archives\Ahxasst\ADM\Oak Street\Requesting Records from Oak Street.wpd

To make the initial request:

1. *Select Start --> Programs -> Voyager --> Circulation*
 2. Log in: see workflow passwords in G:/Archives/Illiarch
 3. Select the *Item* button in the top toolbar.
 4. When the *Search by item barcode* appears, either
 - a) enter or scan the item barcode or
 - b) *Click on [...]. Select the Keyword tab and then select Free Text. Type in the record series title and select Do Search. When the Search was truncated button appears, select okay. Stop can be selected when the record series appears in the display.*
 5. Select the box to be requested. (Each box must be requested individually.)
 6. Under *Item Record*, select the second item button, *Place Request*.
 7. Under *Patron Information*, enter the Archives barcode:
UIUC Archive Main Stacks ID: 20112000234798
 8. Under *Request Type*, select *Call Slip*.
 9. Under *Pick Up At*, select z2 UIUC UAX NO PICKUP. *Select Okay*.
- Repeat 5-9 to request additional boxes.
10. Update "Items Requested from Oak Street" log found in Linda's cubicle on wall.

Once item arrives from Oak Street:

11. Log into Voyager Circulation with the password given in step 2 above.

12. Select the *Discharge* icon button in the top toolbar.
13. Enter item's barcode. Press return. If item record matches what you received from Oak Street click "ok." Close *Discharge* window.
14. Select the *Charge* icon button in the top toolbar. Under *Barcode*, enter the Archives' patron ID and press return.
UIUC Archive Main Stacks ID: 20112000234798
15. Click "ok" to circulation alert that patron has items on hold shelf.
16. *Select the Hold/Recall Information icon (red book with yellow call slip inside) to the right of the screen. Again, confirm item record matches.*
17. *Select item (clicking on it highlights the entire record line) and select Charge at the bottom of the grey dialog box. Select Close to exit. After you have charged all items, the Hold/Recall Information icon should read 0/0 to reflect that there are no items remaining on the hold shelf.*
18. *If you select the Charged Items icon (the card catalog with yellow cards inside), you will find records for all of the items currently discharged to the Archives.*
19. *Update "Items Requested from Oak Street" log found in Linda's cubicle on wall.*

To return item to Oak Street:

20. Select *Discharge* icon. Type in item's barcode. A routing slip will be printed automatically. Affix the routing slip to the box. Note: an item **CANNOT** be returned without a routing slip. If for some reason one does not print, seek assistance from Linda, or Melissa.
21. *E-mail Mike Cinker (mcinker@illinois.edu) and Norris Purdy (purdy@illinois.edu) to arrange to return item to Oak Street.*
22. *Update "Items Requested from Oak Street" log found in Linda's cubicle on wall.*