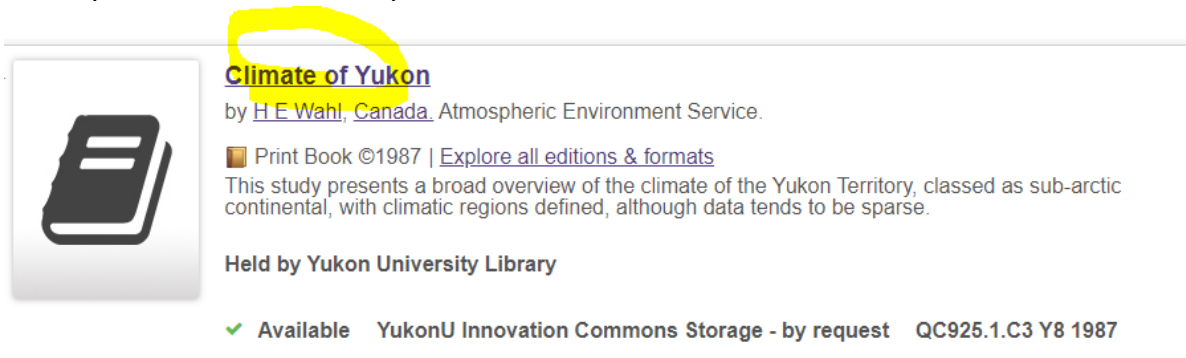


HOW TO REQUEST BOOKS and DVD's AT THE LIBRARY DURING COVID

- Beginning September 2020 for the foreseeable future, access to physical books will be available through library staff only.
- Students and staff will have to search the library catalogue, <https://www.yukonu.ca/student-life/learning-matters/library-services>, identify what books they want, and place a request through the catalogue.
- Students can place 5 requests for books / dvd's; staff can place 10 requests. Once this limit is reached, patrons will need to pick their items up before being able to place any new requests.
- Students and staff will be contacted via email when their items are ready for pick up.
- For items that haven't been picked up, library staff will return them to the shelves 7 days after the patron was contacted.

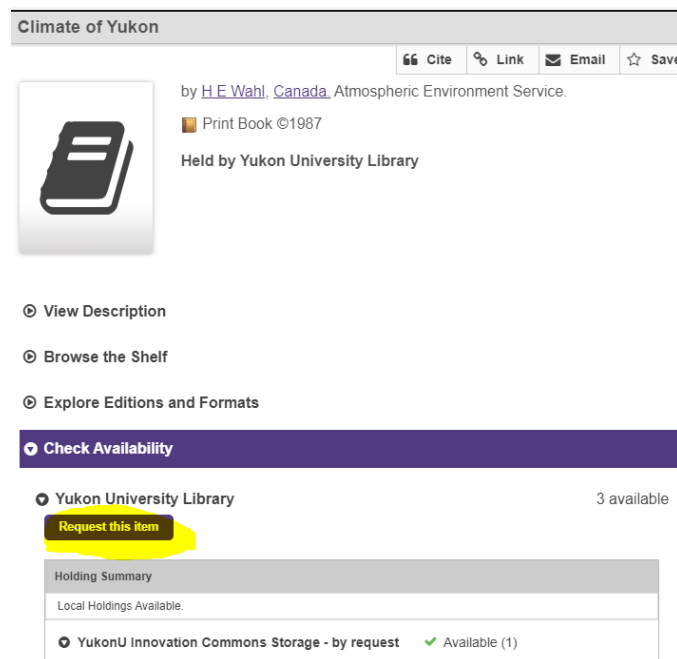
What a patron must do to place a request:

1. Search books on the library website (<https://www.yukonu.ca/student-life/learning-matters/library-services>)
2. When you find a book or dvd you would like, click on the title:



The screenshot shows a library search result for the book "Climate of Yukon". The title "Climate of Yukon" is highlighted with a yellow circle. Below the title, it says "by H E Wahl, Canada, Atmospheric Environment Service." and "Print Book ©1987 | Explore all editions & formats". A description follows: "This study presents a broad overview of the climate of the Yukon Territory, classed as sub-arctic continental, with climatic regions defined, although data tends to be sparse." Below the description, it says "Held by Yukon University Library". At the bottom, there is a green checkmark and the text "Available YukonU Innovation Commons Storage - by request QC925.1.C3 Y8 1987".

3. Then scroll to the button "Request this item":



The screenshot shows the library website interface for the book "Climate of Yukon". At the top, there are navigation options: "Cite", "Link", "Email", and "Save". Below this, there is a book icon and the title "Climate of Yukon" by "H E Wahl, Canada, Atmospheric Environment Service." and "Print Book ©1987". It also says "Held by Yukon University Library". Below the book information, there are three radio button options: "View Description", "Browse the Shelf", and "Explore Editions and Formats". A purple button labeled "Check Availability" is highlighted. Below this, it shows "Yukon University Library" with "3 available" next to it. A yellow box highlights the "Request this item" button. Below the button, there is a "Holding Summary" section with "Local Holdings Available." and a table showing "YukonU Innovation Commons Storage - by request" with a green checkmark and "Available (1)".

4. Login with your Yukon University Credentials (what you use for email and Moodle):

Select a service to sign into.


Remember my selection


STAFF AND STUDENTS SIGN IN

VISITING RESEARCHERS AND VISITING STUDENTS SIGN IN

5. After login, the request form will appear. Fill it out. (Note: if you don't indicate the collection the item must come from, dates needed by, branch pickup, etc, the request will be submitted with the default settings. This is ok).

i 3 available from 3 copies of this title.

 Climate of Yukon
by [H. E. Wahl](#), [Canada](#). Atmospheric Environment Service.

 Print Book

I need *

Any Copy

I want it from

YukonU Innovation Commons Storage - by request
 YukonU Innovation Commons Reference
 YukonU Innovation Commons Main

I want to pick up at *

YukonU Innovation Commons

► Dates I need it

Item description(s)/Notes

Submit Cancel

6. Submit the request. A successful request will display a message "Place hold submitted" and the position of the request in the hold queue.

7. When your item(s) is available, you will receive an email to pick it up at the front counter in the Innovation Commons.