

## How to Place a HOLD or RECALL Online

If the book you are interested in borrowing is already taken out, you can request that the book be 'Recalled' and held at the library for you for seven days after it has been returned. If the book is not taken out, you may request that the book be 'held'.

1. Access NJIT's [online catalog](#), and pull up the record of the book you're interested in.

The screenshot shows a Windows Internet Explorer browser window displaying the NJIT Libraries Catalog. The address bar shows the URL: <http://libraries.njit.edu/webv/holdingsInfo?bibId=53962>. The page header includes the NJIT logo and navigation links: Search, My Searches, My List, My Account, and Exit the Catalog. A search bar is present with a 'Go' button. The main content area displays the following information:

**Louis Sullivan, prophet of modern architecture,**

**Title:** Louis Sullivan, prophet of modern architecture, by Hugh Morrison.  
**Author:** [Morrison, Hugh Sinclair, 1905-](#)

**Holdings information:**

**Location:** ArchLib stacks (aisles 2 through 9)  
**Call Number:** NA737.S9 M6 1971  
**Number of Items:** 1  
**Status:** Overdue - Due on 08-13-2009

**Publisher:** Westport, Conn., Greenwood Press [1971, c1935]  
**ISBN:** 0837167579  
**Format:** Book  
**Subjects:** [Sullivan, Louis H., 1856-1924.](#)  
[Adler, Dankmar, 1844-1900.](#)  
[Architecture--United States.](#)

On the right side of the page, there is a green box containing the following options:

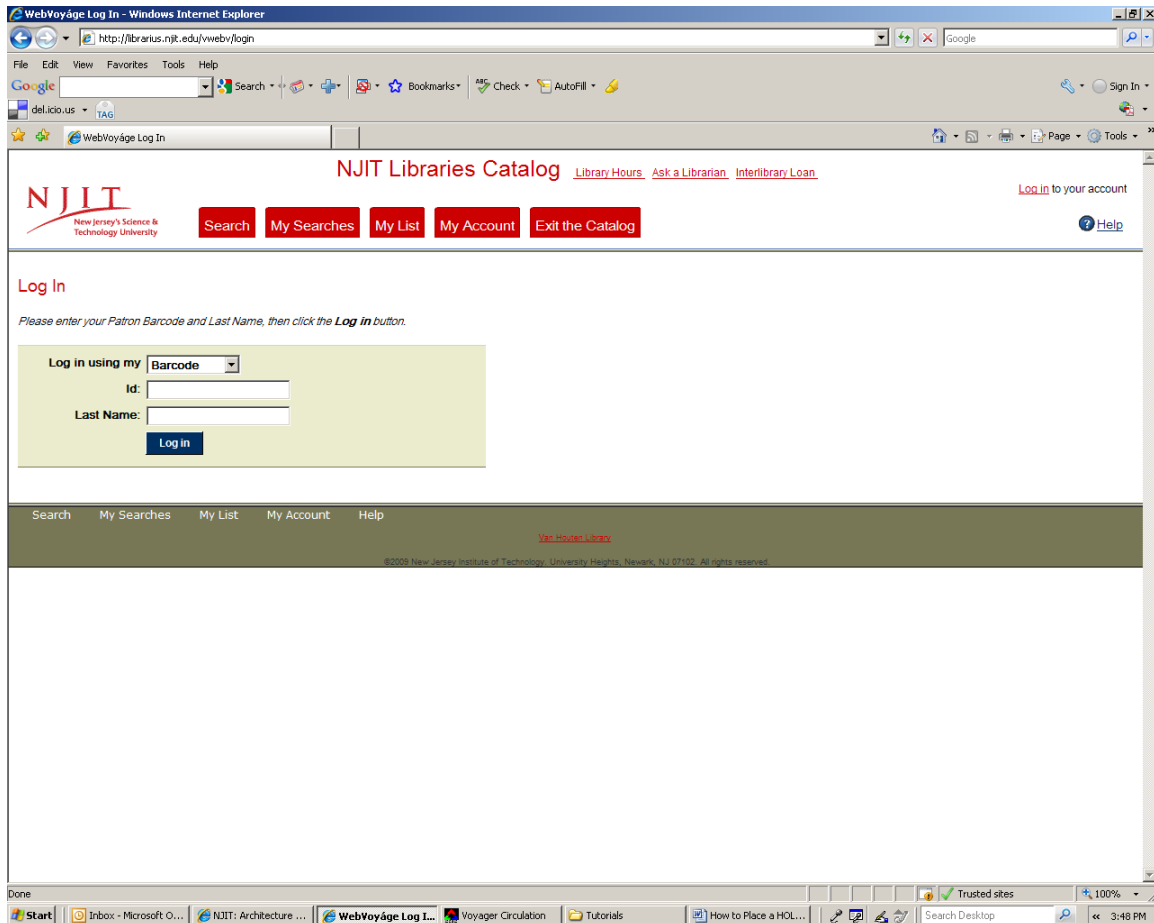
This item  
[Record View](#)  
[Staff View](#)

Actions  
[Make a Request](#)  
(e.g. Hold, Recall, Photocopy)  
[Print](#)  
[Export](#)  
[E-mail](#)  
[Add to My List](#)

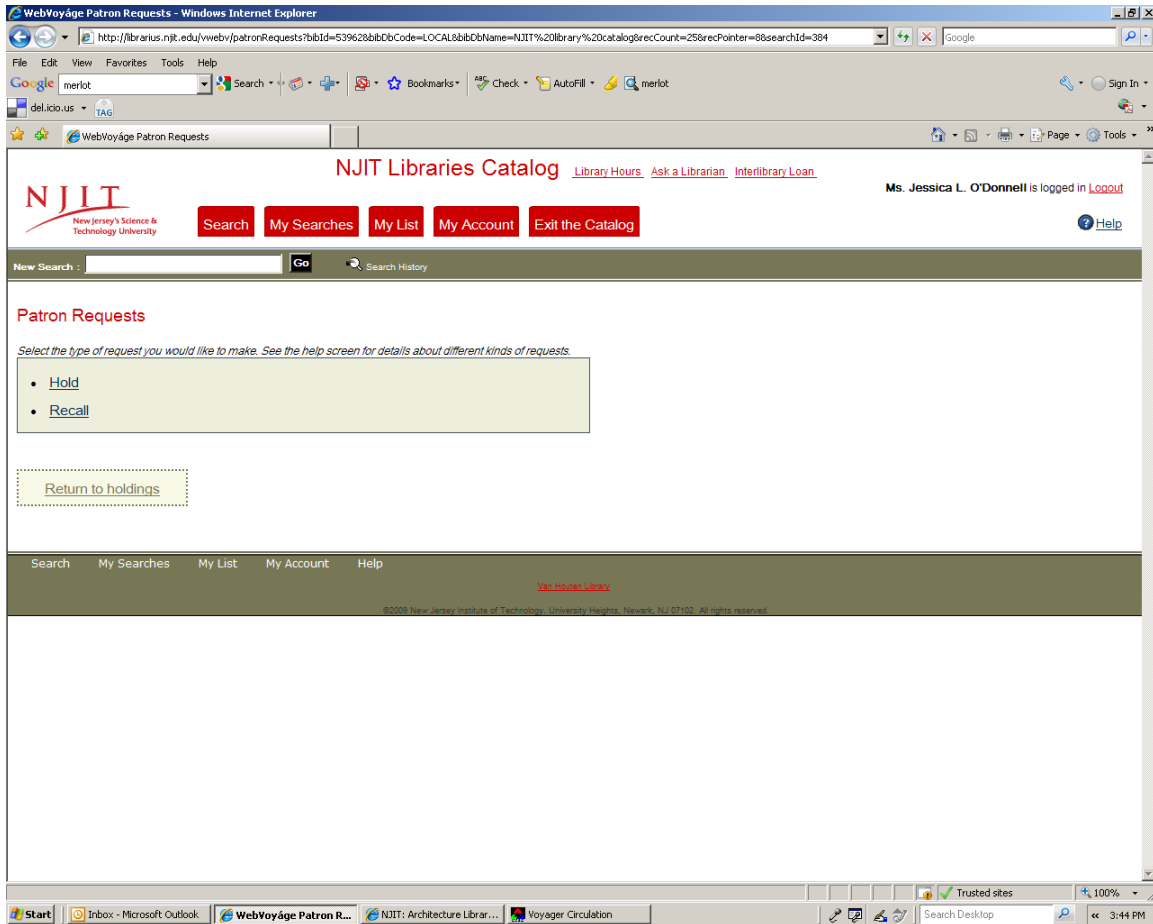
The bottom of the page features a footer with the text: ©2009 New Jersey Institute of Technology. University Heights, Newark, NJ 07102. All rights reserved.

2. Click the link MAKE A REQUEST tab in the green area on the right of the page.

3. Enter the necessary information to log onto your account.



4. Click the link for **RECALL**, if the book has been borrowed, **HOLD** if it has not yet been borrowed.



5. Fill in or choose appropriate information. Include your barcode so request can be processed. Click submit.

The screenshot shows a web browser window titled "WebVoyage Patron Requests - Windows Internet Explorer". The address bar contains the URL: <http://librarius.njit.edu/webv/patronRequest?requestCode=RECALL&requestSiteId=1@NJITD6200307091327078bbId=539628bbDbCode=LOCAL&bbDbName=NJIT%20library>. The browser's search bar contains the word "Google".

The page header for "NJIT Libraries Catalog" includes the NJIT logo (New Jersey Science & Technology University), navigation buttons for "Search", "My Searches", "My List", "My Account", and "Exit the Catalog", and a user login status: "Ms. Jessica L. O'Donnell is logged in Logout".

The main content area is titled "Patron Requests" and features a "Recall" form. The form includes the following fields and options:

- Instructions:** A text box containing "Please select an item."
- Copy Selection:** Radio buttons for "Any Copy" and "This Copy:". The "This Copy:" option is selected, with a dropdown menu showing "c.0 33009005329711 Arch Stack".
- Comment:** A large text area for entering a comment.
- Pick Up At:** A dropdown menu currently set to "Circulation Department".
- Not Needed After:** A date field set to "2009-09-23".
- Barcode:** A text field for entering a barcode.
- Buttons:** "Submit" and "Cancel" buttons at the bottom of the form.

The browser's taskbar at the bottom shows several open applications: "Start", "Inbox - Microsoft O...", "NJIT: Architecture ...", "WebVoyage Patr...", "Voyager Circulation", "Tutorials", "How to Place a HOL...", "Search Desktop", and the system clock showing "3:51 PM".

**If you have any problems, please contact a member of the library staff.**

Jessica Fadel (Architecture Library Specialist) – 973.596.5755

Circulation Desk – 973.596.3083

Maya Gervits (Director) – 973.642.4390

Updated 9/2009