

Online Library Material Requests In 3 Easy Steps

<p>1. Find and request your item</p> <ul style="list-style-type: none"> - Search for the title in the UH Libraries' Hawaii Voyager http://uhmanoa.lib.hawaii.edu - YOU MUST click on the title, so the full record shows on the screen. - To request an item the Location and Status headings at the bottom of the record must read: Location: UH Manoa: Sinclair AV Center; Status: Not Checked Out or Returned. - <i>Please note that Wong AV/C Reserves and "Scheduled" items must be requested in person.</i> - Scroll and click on Request at the top or bottom of the Voyager screen navigation bar. 	<p>2. Login with your user information</p> <ul style="list-style-type: none"> -Enter your UH number or the barcode number from your activated UH ID. -Enter your last name. Click Login. - Choose UHM Hamilton & Sinclair Library Requests from the drop down list. It should be the default setting. -Click OK. 	<p>3. Enter your barcode number.</p> <ul style="list-style-type: none"> -Select volume or copy number if needed. -Hamilton items will be available at HL unless you specify Sinclair pick up in the comments field. -Click the Submit Request button. -Remember to click Logout or quit when you are done.
---	--	--

Checking the status of your request:

You may check on the status of your paging request by clicking on the **Your Account** button at the top of any page, and logging in with your barcode and last name. Items awaiting pickup are listed near the bottom.

Picking up your items:

For AV Center items: It usually takes 5-15 minutes to retrieve requests for AV items, except Phonodisc which take 2 hours. Items must be picked up at the Wong AV Center **within 24 hours of your request**. Items requested after closing will be available one hour after opening the next day. If the library is closed the next day, requested items will be held and only be available for pickup on the first day the library is open. Be sure to bring your UH ID or UH Community User Card and picture ID.

For Hamilton items: It usually takes 2 hours to retrieve Hamilton items for pickup at Hamilton library. Hamilton items may be picked up at Sinclair library. This usually takes 1-2 days.

For Government Documents: It may take up to **24 hours** to retrieve Government Documents. They are available for pickup at **Sinclair Library only**. Please check your account to see when an item is ready for pick up.

Starting July 1, 2008 there will no longer be any weekend paging for Government Documents. All items requested Friday afternoon and on the weekend will be available Monday afternoon.