

## STACKS RETRIEVAL REQUESTS

The Library staff will be happy to retrieve books and journals from the stacks for disabled, chronically-ill, or injured students, faculty, or staff. You may request a stacks retrieval at any time by stopping by the Circulation Desk or Reference Desk. You are also welcome to submit your request via e-mail; the procedures for submitting stacks retrieval requests via e-mail are below. Please do let us know if you have any questions. We are happy to help!

- This service is available 7 days a week while classes are in session.
- As you come across items that you need, please mark the records in the database(s) that you are using and then e-mail those records to the Reference Desk ([referencedesk@davidson.edu](mailto:referencedesk@ davidson.edu)); be sure to include the phrase “Stacks Retrieval Request” as well as your name and e-mail address. (See detailed instructions below.)
- Before you send us lists of items to retrieve from the stacks, please be sure to check the Library Catalogue to confirm that the materials are in the Library and available for checkout.
- Books, journals, and other materials will be retrieved for you during regular reference desk hours. The librarians will check the Reference Desk e-mail account when they are on the Reference Desk.

### REGULAR REFERENCE DESK HOURS

Monday – Thursday:	8:30 am — 6:00 pm ; 7:00 pm — 10:00 pm
Friday	8:30 am — 6:00 pm
Saturday	10:30 am — 12:30 pm ; 2:00 pm — 6:00 pm
Sunday	2:00 pm — 5:00 pm ; 7:00 pm — 10:00 pm
[Hours change during holidays and semester breaks]	

You are welcome to submit requests at other times, and library staff will retrieve items for you during the next scheduled reference shift.

- During regular reference hours, please allow two hours from the time that you submit the request. It may take longer to retrieve items from the Chemistry Library, since its hours vary from those of Little Library. At the Music Library, there is no need to request items in advance (although it helps!); staff can retrieve any items you need.
- Items retrieved from the stacks will be left for you at the Circulation Desk.
- Library staff will contact you via e-mail when your materials are ready.
- The librarians will also retrieve materials that do not regularly circulate, such as reference books; we will keep these for you at the Reference Desk, and you are welcome to use them within the building.

### PROCEDURES FOR REQUESTING BOOKS USING THE LIBRARY CATALOGUE

1. Mark records for the titles you want by clicking in the box to the left of the title.
2. When you have finished marking all of the items you want, click on “E-mail / Print Marked Records” at the top of the page.
3. Choose the “Email marked records” option.
4. In the message box, enter the following:  
Stacks Retrieval Request for [your name, e-mail address and telephone number].
5. Add any special information, such as
  - a. Which volume or volumes you need from multi-volume sets (include volume numbers and short title of the set if you marked more than one title).
  - b. Any other relevant information.
6. Enter the Reference Desk e-mail account in the next box: [referencedesk@davidson.edu](mailto:referencedesk@davidson.edu)
7. Click “Send Email Now.”

### PROCEDURES FOR REQUESTING ITEMS IDENTIFIED IN OTHER INDEXES & DATABASES

1. Mark the records you want.
2. Follow the procedures in the database to e-mail the marked records to the Reference Desk.
  - a. Be sure to include the phrase “Stacks Retrieval Request” as well as your name and telephone number.
  - b. Please check the Library Catalogue to confirm that the Library has the journal title and volume/year that you need.