

## Depository Items

Items that have not been used in the last ten years and journals dated before 1965 have been sent to the WVU Libraries' Depository. These items are listed in the MountainLynx database as:

### ***Checked Out – Due on Indefinite.***

Upon request, these items are retrieved and sent to the WVU library pick-up location the next business day. The patron may also ask or call the Circulation Desk the next business day to see if the request has arrived.

For a Book –

### **Place a Recall Request**

See "How to Request Items" in this pamphlet

For a Journal –

### **Place a Depository Journal Request:**

See Libraries homepage:

<http://www.libraries.wvu.edu/>

Popular Services - Depository Journals  
Complete form & submit

**When the Book or Journal arrives, the item is placed on a hold shelf. An item available letter will be sent to you.**

**Therefore, it is IMPERATIVE that current contact information is provided in the comment box. THE COMMENT BOX CAN ONLY HOLD 100 KEYSTROKES!**

## Recalls

When a Patron needs an item that has been checked out by another patron, the patron may recall that item from the borrowing patron.

All patrons retain the privilege of keeping an item for two weeks or until the original date due - whichever comes first.

After a Recall request has been made, a letter and e-mail, (if available), is sent to the borrowing patron with the new due date. That patron has until the new due date to return the item. If the patron does not return the item on or before the new due date, the fine for the overdue recall **WILL INCREASE** from \$.25 per day to **\$3.00 per day**.

**When the recall item arrives, it is held for you at the WVU Library pick-up location for ten (10) days only.**

## In Process

An In Process item is an item that has been ordered and received within the WVU Libraries' Cataloging Department. The Cataloging Dept. will find the item and finish the processing needed.

This item will then be sent to the library pick-up location within five (5) business days. It will be held in your name on a hold shelf for ten (10) days and you will then be notified.

Follow the "How to Request Items" steps in the pamphlet to request In Process items.

## Book Express

The Book Express system brings books from another WVU library to your pick-up location. After you are notified, the item(s) will be held for 3 working days.

Follow the "How to Request Items" steps in the pamphlet to request the Book Express Service.

## How to Request Items

Follow these directions to request an item from the MountainLynx Database.

- ⊕ Find the item record
- ⊕ Click **Request** button
- ⊕ Type in your 9-digit WVU ID number (700.....) \*\*  
and your last name
- ⊕ Click login
- ⊕ Choose a request
  - Call Slip
  - Recall
  - Book Express
- ⊕ Type your WVU ID number (again) (700.....) \*\*
- ⊕ Type **e-mail &/or phone number** in the comment box
- ⊕ Choose a pick up location \*\*
  - 🌐 Downtown Library Circ
  - 🌐 Evansdale Circulation
  - 🌐 Health Sciences Circ
  - 🌐 Law Circulation
  - 🌐 Math Circulation
- ⊕ Submit request

\*\*Each library has a WVU Universal ID (700 #) look-up station where patrons (students and Faculty/Staff) can swipe their WVU ID cards to display the Universal ID number or ask a staff member for assistance. WVU ID numbers or other patron related information **WILL NOT** be given out over the telephone.

## How to Check Your Patron Record

While in MountainLynx, you may also check your patron record.

- ⊕ Click **Patron** button
- ⊕ Type in your 9-digit WVU ID number (700.....)  
and your last name
- ⊕ Click **LOGIN**

From the patron screen, you may:

- ⊕ Check personal information
- ⊕ Renew items\*\*
- ⊕ Check request status
- ⊕ Check fines and fees
- ⊕ Cancel requests

**\*\* VERIFY NEW DUE DATE AFTER RENEWALS, YOU CANNOT RENEW ITEMS ON- LINE THE SAME DAY THEY ARE DUE OR IF OVERDUE.**

If you have a problem with on-line renewals, call us to acquire help!!

**All of these services may be requested from the MountainLynx Database**

## How You Can Request...



## Depository Items Recalls In Process Book Express

## Access Services Phone Numbers

Evansdale	293-9759
Downtown	293-0355
Health Sciences	293-1933
Law Library	293-5300

<http://mountainlynx.lib.wvu.edu>