

Access Services

Web Forms & Important Web Pages

Interlibrary Loan, Holds/Recalls,
Reserve Materials, & Online
Research Appointments

Interlibrary Loan

The link to the ILL System is on the Library's Homepage.

Only members of the W&L community (Students, Staff, & Faculty) may use ILL. In order to use the form, they must log-in with their University I.D. and password.

From the ILL System, they can create requests, check the status of their requests, view past requests, and see what ILL materials they have checked out. If they wish to renew ILL material they must contact the Access Services Manager by phone or email.

Local Residents may pay a fee of \$10 to utilize our ILL service or you can recommend they check with the local Public Library. Area college students have their own ILL units which they may contact.



The screenshot shows the University Library homepage with a navigation menu on the left and search options on the right. A red arrow points to the "Inter-library Loan Form" link in the Quick Links section.

About the University Library		Collections	Friends of the Library
News:	Annie Catalog Find books, videos, and more in W&L libraries (help page)		
Summer Hours			
Library Renovation Blog	KEYWORD <input type="text"/> <input type="button" value="Search"/>		
"New" Library Web Site			
...more news...	Periodical Finder Find journal titles, not articles (help page)		
Site Navigation:			
Students	<input type="text" value="Search by title of the Journal"/> <input type="button" value="Search"/>		
Faculty			
Visitors	Find journal articles and other research materials		
Quick Links:	General (any topic) databases		
Hours	Alphabetical listing of databases		
Contact Us	Subject listing of databases		
Inter-library Loan Form			
My Library Account	Subject and Course Guides Resources by department/program or course		
Course Reserves			
Room Reservations			
Research Help:	Reference Shelf Encyclopedias, statistics, plagiarism advice, more		
Telephone: 540-458-8644			
Email			
Instant Message			

Recall/Hold an Item

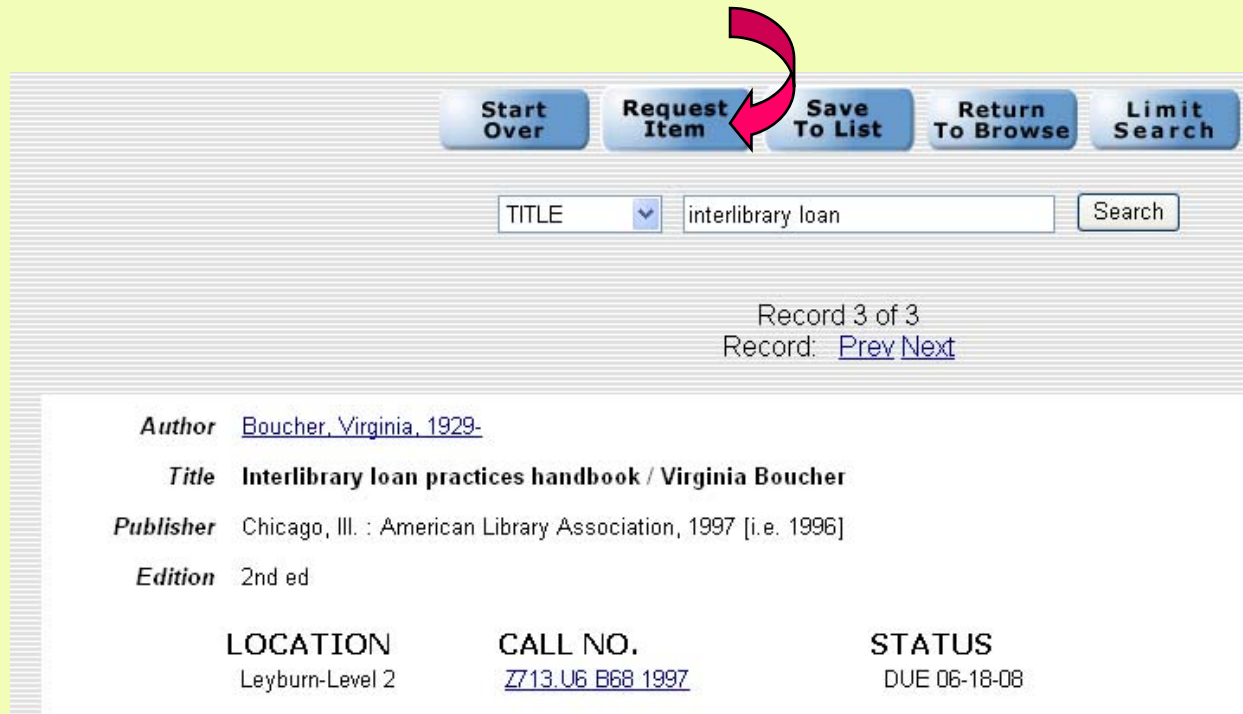
If an item is checked out, a button will appear, in Annie, that is labeled **Request Item**.

W&L faculty, students and staff may use this button.
Community patrons must use their last name and a password.

REMEMBER: Patron names are confidential.

Do NOT reveal who has specific items checked out.

We have ethical and legal obligations to keep our patron's circulation records private.



The screenshot shows the Annie library system interface. At the top, there are five buttons: "Start Over", "Request Item", "Save To List", "Return To Browse", and "Limit Search". A red arrow points to the "Request Item" button. Below the buttons is a search bar with a dropdown menu set to "TITLE" and the text "interlibrary loan" entered. A "Search" button is to the right of the search bar. Below the search bar, it says "Record 3 of 3" and "Record: [Prev](#) [Next](#)".

Author [Boucher, Virginia, 1929-](#)

Title **Interlibrary loan practices handbook / Virginia Boucher**

Publisher Chicago, Ill. : American Library Association, 1997 [i.e. 1996]

Edition 2nd ed

LOCATION	CALL NO.	STATUS
Leyburn-Level 2	Z713.U6 B68 1997	DUE 06-18-08

Recall/Hold Library Materials

Please encourage patrons to recall books!!!

If a patron can not find an item in our collection,
they may fill out one of the printed form we have at the Circulation Desk.
We will search for the item and notify them when we find it or if they are part of the W&L
campus community obtain it through ILL

REMEMBER: Patron names are confidential.

Do NOT reveal who has specific items checked out. We have ethical and legal obligations to keep our
patron's circulation records private.

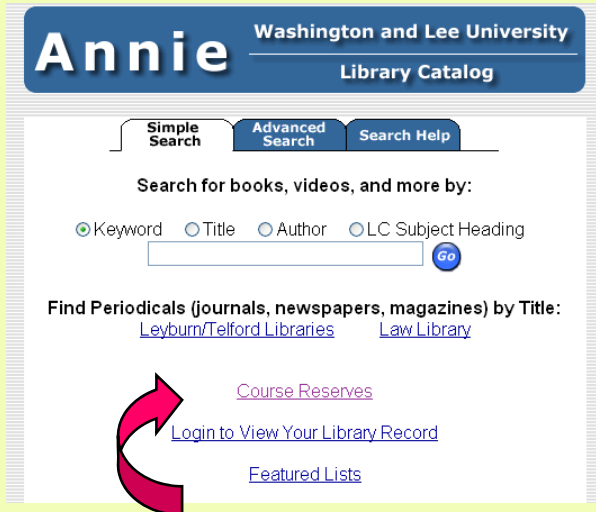
Reserves

Students may view a list of materials on Course Reserve by either clicking on the link on the **Library's Homepage** **OR** on the main page of **Annie**, the Library's online catalog.

They can search for Reserve material by course name or number, or by Instructor's name. Reserve material can either be checked out for 2, 4, or 24 hours. The reserve items have book straps that display the check-out period. Reserve material accrues fines of \$1 for each hour they are overdue.



The screenshot shows the University Library homepage. A red arrow points to the 'Course Reserves' link in the 'Quick Links' section of the navigation menu. Other links in the menu include 'Hours', 'Contact Us', 'Inter-library Loan Form', 'My Library Account', 'Room Reservations', and 'Research Help: Telephone: 540-458-8644, Email, Instant Message'. The main content area features a search bar with a 'KEYWORD' dropdown and a 'Search' button, and a 'Periodical Finder' section with a search box and a 'Search' button. A list of database links is also visible: 'General (any topic) databases', 'Alphabetical listing of databases', and 'Subject listing of databases'.

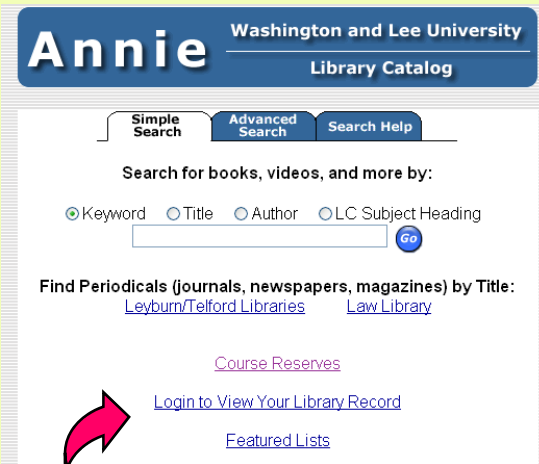


The screenshot shows the Annie Library Catalog interface. A red arrow points to the 'Course Reserves' link in the bottom section. The interface includes a search bar with a 'Go' button and a 'Search for books, videos, and more by:' section with radio buttons for 'Keyword', 'Title', 'Author', and 'LC Subject Heading'. Below this is a section for 'Find Periodicals (journals, newspapers, magazines) by Title:' with links for 'Levy/Telford Libraries' and 'Law Library'. The bottom section contains links for 'Course Reserves', 'Login to View Your Library Record', and 'Featured Lists'.

Renew Library Material

In order to renew Library Materials, patrons must log into Annie, our online, catalog.

Patrons from the W&L community may do this with their network I.D. and password. Community patrons must use their name and a password. Once logged in, patrons may renew library material, set-up custom searches, create email alerts, and create reading histories.



Annie Washington and Lee University
Library Catalog

Simple Search | **Advanced Search** | Search Help

Search for books, videos, and more by:

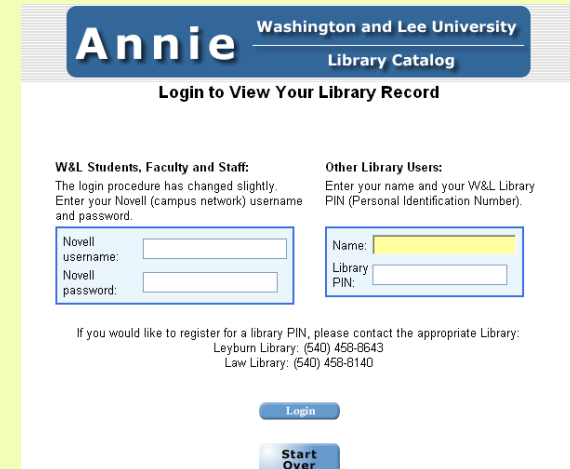
Keyword Title Author LC Subject Heading

Find Periodicals (journals, newspapers, magazines) by Title:
[Leyburn/Telford Libraries](#) [Law Library](#)

[Course Reserves](#)

[Login to View Your Library Record](#)

[Featured Lists](#)



Annie Washington and Lee University
Library Catalog

Login to View Your Library Record

W&L Students, Faculty and Staff:
The login procedure has changed slightly.
Enter your Novell (campus network) username and password.

Novell username:
Novell password:

Other Library Users:
Enter your name and your W&L Library PIN (Personal Identification Number).

Name:
Library PIN:

If you would like to register for a library PIN, please contact the appropriate Library:
Leyburn Library: (540) 458-8643
Law Library: (540) 458-8140

Research Appointments

During the Academic year, the Reference desk is staffed
Monday-Friday from 9 a.m.-5 p.m. &
Sunday-Thursday from 6:30 p.m.-10 p.m.

If there is not a Reference Staff member present, **encourage** students to make Research appointments to work with the Librarian in their subject area.

To find this link click on the **Students** link (left side Site Navigation) and then click on **Set-up Individual Research Appointment**.

The screenshot shows the University Library website with a green header containing 'About the University Library', 'Collections', and 'Friends of the Library'. The main content area is titled 'SERVICES FOR STUDENTS'. On the left, a 'Site Navigation' menu lists various services, with 'Students' highlighted by a red arrow. The main content is organized into several sections:

- How to do Research:**
 - [Set-up Individual Research Appointment](#) (highlighted with a red arrow)
 - [Contact Us via Chat, Email, Phone, or In Person](#)
 - [Hours of Library Services](#)
- Computers & Technology:**
 - [Computing Resources](#)
 - [Request Projectors, DVD Players, Cameras, Sound Equipment, etc.](#)
 - [Wireless Internet Access](#)
 - [Photocopying](#)
- Getting Library Materials:**
 - [Borrowing & Renewing Library Materials](#)
 - [Recalling Checked-Out Library Materials](#)
 - [Getting Material From Other Libraries \(Interlibrary Loan\)](#)
 - [Borrowing Laptops](#)
 - [Course Reserves](#)
 - [Off-Campus Database Access](#)
 - [Suggest a Purchase](#)
 - [Our Catalog \(ANNE\)](#)
 - [View Your Library Record](#)
 - [New Items in our Collection](#)
- Study Spaces:**
 - [Request Studies & Carrels](#)
 - [Make Room Reservations](#)
 - [Quiet Study & Group Study Areas](#)
- Library Programs & Events:**
 - [Exhibits](#)
 - [Employment @ the Library](#)
 - [Friends of the Library](#)

At the bottom left, there is a 'Research Help:' section with a 'Getting Help:' link.

Subject and Course Guides

After you have encouraged a student to make an appointment with a Reference staff member, you may show them the **Subject and Course Guide** pages. Useful resources such, as subject specific databases and websites, along with the contact info for the Reference Librarians are listed here.




The screenshot displays the University Library website interface. At the top, there are navigation links: "About the University Library", "Collections", and "Friends of the Library". On the left side, there is a vertical menu with several sections: "News:" (containing Summer Hours, Library Renovation Blog, "New" Library Web Site, and ...more news...), "Site Navigation:" (containing Students, Faculty, and Visitors), "Quick Links:" (containing Hours, Contact Us, Inter-library Loan Form, My Library Account, Course Reserves, and Room Reservations), and "Research Help:" (containing Telephone: 540-458-8644, Email, and Instant Message). The main content area features a search bar with a "KEYWORD" dropdown and a "Search" button. Below this is a "Periodical Finder" section with a search box labeled "Search by title of the Journal" and a "Search" button. Further down, there is a section titled "Find journal articles and other research materials" with a bulleted list of links: "General (any topic) databases", "Alphabetical listing of databases", and "Subject listing of databases". At the bottom of this section, there is a link for "Subject and Course Guides" with the text "Resources by department/program or course". A red arrow points from this link towards the right side of the page. At the very bottom, there is a link for "Reference Shelf" with the text "Encyclopedias, statistics, plagiarism advice, more".

Purchase Requests

Anyone wishing to request that the Library purchase an item for its collection may do so using one of our Purchase Request forms. Although, it is not guaranteed that we will buy the item.

Patrons will be notified via email when the item arrives and/or by email if the item is not selected for purchase.

Patrons may link to the Purchase Request forms by clicking on either the **Faculty** or **Students** link and then the **Suggest a Purchase** page.



The screenshot displays the University Library website interface. On the left, a vertical navigation menu includes links for 'Site Navigation', 'Library Home', 'Search Annie', 'Physical Finder', 'Classes by Subject', 'Students', 'Faculty', 'Visitors', 'Course Guides', 'Quick Links', 'Hours', 'Contact Us', 'Interlibrary Loan', 'My Library Account', 'Course Reserves', 'Room Reservations', and 'Research Help:'. The 'Students' link is highlighted with a red arrow. The main content area is titled 'SERVICES FOR STUDENTS' and is organized into several sections: 'How to do Research:' (with links for 'Set-up Individual Research Appointment', 'Contact Us via Chat, Email, Phone, or In Person', and 'Hours of Library Services'); 'Getting Library Materials:' (with links for 'Borrowing & Renewing Library Materials', 'Recalling Checked-Out Library Materials', 'Getting Material From Other Libraries (Interlibrary Loan)', 'Borrowing Laptops', 'Course Reserves', 'Off-Campus Database Access', 'Suggest a Purchase', 'Our Catalog (ANNIE)', 'View Your Library Record', and 'New Items in our Collection'); 'Computers & Technology:' (with links for 'Computing Resources', 'Request Projectors, DVD Players, Cameras, Sound Equipment, etc.', 'Wireless Internet Access', and 'Photocopying'); 'Study Spaces:' (with links for 'Request Studies & Carrels', 'Make Room Reservations', and 'Quiet Study & Group Study Areas'); and 'Library Programs & Events:' (with links for 'Exhibits', 'Employment @ the Library', and 'Friends of the Library'). A red arrow points from the 'Suggest a Purchase' link in the 'Getting Library Materials:' section to the 'Suggest a Purchase' link in the navigation menu.

Questions???

Which web form, page, or link do you recommend:

When a patron **can't** find a book in the stacks
and Annie says that the status is not checked-out?

What if the book they want is **checked out**? What if they ask you for the **name**
of the person who has it checked out?

What if they need an article and we **don't** have the journal? What if they are
not affiliated with W&L?

What if it's **Saturday** and they need to locate art criticism on the Italian
Baroque artist Michelangelo Merisi?

What if they ask how to **renew** the video they have checked out?

What if they would like the Library to **purchase** an item for the collection?