

Requesting Materials from the Annex (off-campus storage)

1. This brief tutorial will explain how to retrieve Vassar Library materials from the Annex, an off campus storage facility. Older books, duplicate copies, and most of the library's pre-1970 journals are stored in the Annex.
2. The location is designated as such in the Libraries Online Catalog as seen by the catalog record for the book: *Education and Anthropology*.
3. To recall a book from the Annex, click on the REQUEST FROM ANNEX button.
4. Enter your name and the barcode from the back of your id; then click LOG IN.
5. Next, Click on the REQUEST SELECTED ITEM button.
6. The next screen confirms that your request went through. Once the book has been retrieved from the Annex, you will get an email saying the book is available for pickup at the circulation desk. If you make a request before 1:30 p.m., the book should be available the next business day. Requests made after 1:30 p.m. or on the weekend will take an extra day.
7. To request a particular volume of a journal from the Annex, do a title search in the online catalog and pick the correct record.
8. Repeat the previous steps. Click on the Request from Annex button and enter (your log in information.
9. Choose the volume you need by marking it, then scroll down to the bottom of the screen to REQUEST.
10. The same confirmation message will appear. The same timeframe applies to journals as for books.
11. Be sure to log out of you account.
12. For more information, contact the Reference Desk at 845-437-5767 or reference@vassar.edu.