

How to Request an ERIC Document Owned by KU

- ➡ Go to the Libraries website www.lib.ku.edu, click on ONLINE CATALOG.
- ➡ Search for “**ERIC Document**” under JOURNAL TITLE
- ➡ From this record, (see below) Click on **RECALLS & REQUESTS**
- ➡ Log in, then choose **RETRIEVE FROM SHELF**

The screenshot shows the University of Kansas Libraries website interface. At the top, there is a navigation bar with buttons for Library Home, Databases A-Z, Digital Library, Research Assistance, Document Delivery, and Contact Us. Below this is a secondary row of buttons including Search, Search History, View Titles, My Account, View Bookbag, Recalls & Requests (circled in red), E-journal Titles, Other Catalogs, Help, and Logout. A red arrow points from the 'Recalls & Requests' button down to the 'Full Record' button. Below the navigation buttons are 'previous' and 'next' navigation buttons. The main content area displays the record title 'ERIC Document Microfiche' and provides metadata: Database: University of Kansas Libraries, Title: ERIC Document Microfiche, Other Title: ERIC microfiche, Publisher: Alexandria, Va. Computer Microfilm Corporation 1967-, Format: Periodical. The location is listed as Watson Library Microforms-Microfiche, and the call number is ERIC. The status is ED 471636 c.1 In transit between locations 02/20/2004 (Requests: 1). At the bottom, there is another 'previous' and 'next' navigation button, and a 'Record Options' section with a dropdown menu for 'Full Record', an email address input field, and a 'Save To Bookbag' button.

~ See Back~

➔ On the resulting screen, (see below) choose SPECIFY AN ISSUE

- It defaults to SELECT AN ITEM, so you will have to change it

➔ Type **ED#.....** in the VOLUME field

➔ Choose a PICKUP LOCATION

➔ Re-enter your ID #

➔ Click SUBMIT REQUEST

The screenshot shows a web browser window titled "KU Libraries Online Catalog - Microsoft Internet Explorer". The page header includes "The University of Kansas Libraries" and navigation links like "Library Home", "Databases A-Z", "Digital Library", "Research Assistance", "Document Delivery", and "Contact Us". Below the header are buttons for "Search", "Search History", "My Account", "View Bookbag", "E-journal Titles", "Other Catalogs", "Help", and "Logout".

The main content area is a form titled "WebVoyage Request Retrieve from Shelf". It contains the following fields and options:

- Title:** ERIC Document Microfiche
- Instructions:** Two options: 1) Select an item from the drop-down list, or 2) Specify an issue by recording information (including volume and issue number, date, and year) for an item owned by the library. Be sure to enter the **last 8 digits of your patron barcode** from the front of your KU Card. Include leading zeros, but do not include spaces or dashes. Select a "Pick up At" location from the drop-down list at the bottom of this display to indicate where you wish to pick up the item. You will receive an Item Available Notice when the item is available for pickup.
- Select an item:** Radio button selected, with a dropdown menu showing "ED470267 c. 1".
- Specify an issue:** Radio button circled in red. Sub-fields for **Volume**, **Date**, and **Year**. A red box with an arrow points to the Volume field with the text "Type in ED# here".
- Pick Up At:** Dropdown menu showing "-Anschutz Circ Desk".
- Barcode, Last 8 digits:** Empty text input field.
- Comment:** Empty text area.
- Buttons:** "Submit Request" and "Clear Form".

NOTE

➔ Request ERIC Documents NOT owned by KU through WebRetrieve (Interlibrary Loan)

➔ Request ERIC Journals through WebRetrieve by Journal/Article title (NOT by EJ #)

More Questions? Contact Susan Bailey, Document Delivery/ILL Manager sebailey@ku.edu 913-897-8570