

# ST JOHN'S COLLEGE LIBRARY

## NEWTON : Holds and Recalls

- ❖ **You cannot place requests for items which are on the shelves in St John's College Library**
- ❖ **All readers are guaranteed a minimum of one week's loan**

**HOLD** Request an item on loan be held for you when the current borrower returns it

**RECALL** Request an item that is needed before the specified return date be recalled from the current borrower and held for you. As all readers are given at least one week's loan, the current borrower will have up to 7 days from the date the recall is placed to return the item

### To place a hold or recall on a book from St John's Library

- Search for the item
- Display the full record so you can see the return date
- Click on 'Make a Request' on the right hand side of the screen
- You will be prompted to login:
  - Enter the barcode on the back of your St John's library card (number beginning 28058....)
  - Enter your last name, check that St John's is selected, and click 'login'
- Select either 'St John's College Hold' or 'St John's College Recall'
- A form displaying the requested item will appear:
  - Enter the barcode on your library card in the 'barcode' box to confirm the request
  - Requests are set automatically to expire after 30 days. You can change this if you wish
  - Click on 'Submit'
- A message confirming the request was successfully placed will appear
- Remember to logout of your account (using the button top left of the screen)

You can check the progress of requests in your personal account on Newton.

You will be informed via your pigeonhole when the requested item is available for collection.