

CallSlip Service

Provided by the OCU Law Library

To improve the service that we currently offer the Law School Faculty, we are implementing the CallSlip function, available in Voyager. The CallSlip function allows faculty to request materials electronically. Rather than simply placing a hold on the materials, using the CallSlip function, faculty may request that the materials be pulled from the shelf and delivered to the Faculty Support Area. Additionally, the CallSlip functions facilitates communication by providing a means by which the Circulation Staff can electronically notify the requestor that materials have been retrieved from the shelf and are available in the Faculty Support Area or that the materials are not available for check-out.

Request submitted via the procedure set forth below will be collected and processed twice a day (at approximately 9a.m. and 4p.m.) Monday-Friday. A request made after that time may not be filled until the next day absent further communication regarding the request. Requests submitted on Saturday and Sunday will be processed on Monday morning. Materials requested by faculty will be checked out to the requesting faculty member and placed in his/her box in the Faculty Support Area.

Submitting a CallSlip Request

1. Via the Law Library Homepage (<http://www.okcu.edu/law/lawlib/>) and click on Library catalog in the left navigation column. Select the option to search the library catalog.



The screenshot shows the OCU Law Library homepage. On the left, a navigation menu lists various services, with a red arrow pointing to "Library Catalog". On the right, the "Law Library Catalog" section is visible, with a red arrow pointing to the "Search the Law Library Catalog" link. Below this, there are links for "Search with a Smartphone, PDA, or HandHeld Device", "Renew Materials - Must login", "Place Materials on Hold - Must Login", "View New Books List", "Recommend a Purchase", and "Guide to Searching the Law Library Catalog". The "General Library Catalog" section includes links to "Visit the Dulaney-Browne Library" and "Search the Dulaney-Browne Library Catalog".

<input type="text"/> SEARCH	OCU LAW Home > Law Library
Library Catalog	Law Library Catalog
Databases	▶ Search the Law Library Catalog
eMail Reference	▶ Search with a Smartphone, PDA, or HandHeld Device
Suggestion Box	▶ Renew Materials - Must login
General Information	▶ Place Materials on Hold - Must Login
Library Hours	▶ View New Books List
Research Guides and Pathfinders	▶ Recommend a Purchase
Handheld Devices	▶ Guide to Searching the Law Library Catalog
Practice Exams	General Library Catalog
Course Reserve	▶ Visit the Dulaney-Browne Library
Computer Labs	▶ Search the Dulaney-Browne Library Catalog
Faculty Portal	
Virtual Tour	
LexisNexis	
Westlaw	
Loislaw	

2. Search the Library catalog for the material type you desire.

Database Law Library Search OCU Libraries

Simple Search **Advanced Search** Subject Author Course Reserve Search New Books

Search Find Results in:

Quick Limit:

Records per page

Search Tips: The Keyword search is an "AND" search ; enter 2-3 significant words relating to your topic, use quotes to search phrases "child support", "freedom of speech", "search and seizure", use + Quick Limit to limit your results to pre-defined limits

3. Click on the Link to the record for the desired material.

Page All

1  **Takings law and the Supreme Court : judicial oversight of the regulatory state's acquisition, use, and control of private property / George Skouras.**
Skouras, George, 1960-
1998
KF5698 .S58 1998
 Items Available, 3rd Floor

4. Once the book record displays, click on the Request link on the left.

Takings law and the Supreme Court : judicial oversight of the regulatory state's acquisition, use, and control of private property /

Main Author: [Skouras, George, 1960-](#)

Title:
[Takings law and the Supreme Court : judicial oversight of the regulatory state's acquisition, use, and control of private property / George Skouras.](#)

This Item
WebVoyage Bibliographic Record
[WebVoyage MARC](#)

Actions
[Request](#)
(e.g. Hold, Recall, Photocopy)
[Format for Print/Save](#)
[Export](#)
[Email](#)
[Save To Bookbag](#)

More About This Item From

5. Scroll to the bottom of the page and enter your employee ID into the indicated box. You will also be asked to enter your last name.

Log In

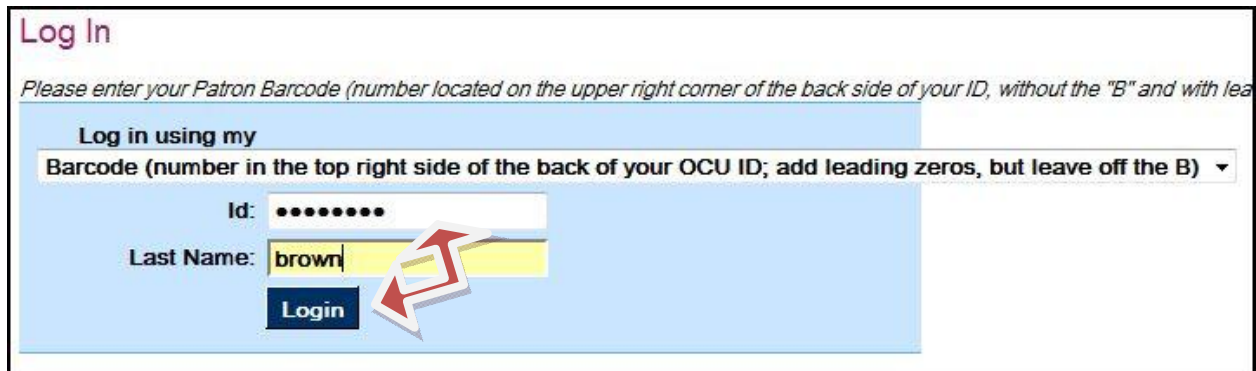
Please enter your Patron Barcode (number located on the upper right corner of the back side of your ID, without the "B" and with leading zeros)

Log in using my
Barcode (number in the top right side of the back of your OCU ID; add leading zeros, but leave off the B) ▾

Id: ●●●●●●●●

Last Name: brown

Login



6. Select Callslip from the menu.

Request Information

Select the type of request you would like to make. See the help screen for details about different kinds of requests.

- [Hold](#)
- [Recall](#)
- [Callslip](#)
- [Purchase Recommendation](#)

[Return to holdings](#)



- When the CallSlip Request slip displays, enter your employee ID in the Barcode box and provide any comments you desire. Click on the "OK" button to enter the request in the system. Please note that the item information will automatically display in the request.

The screenshot shows a web form titled "Callslip" with a light blue background. At the top, there is a text box with instructions: "Please select an item. Put your barcode number in the barcode field." Below this is a radio button labeled "This Copy:" followed by a dropdown menu showing "c.0 21500001155377 3rd Floor". Another radio button labeled "Specify an issue:" is followed by three input fields for "Volume", "Date", and "Year". A large white text area labeled "Comments" is in the center. Below the comments area is a "Barcode" input field with a red arrow pointing to it from the left. To the left of the barcode field is a text label: "Barcode (number in the top right side of the back of your OCU ID; add leading zeros, but leave off the B)". At the bottom right are two buttons: "OK" and "Cancel Requests". A red arrow points down from the top of the "Comments" area to the "OK" button.

- The system will display a message indicating that your request has been successfully submitted.

Your request was successful.

If you have any questions or comments, please contact the Emily Brown, Circulation Department.