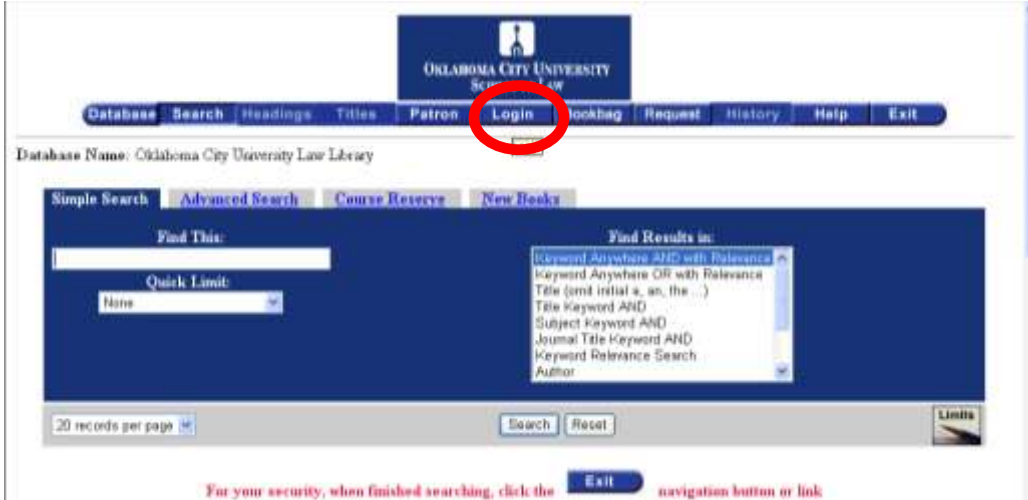
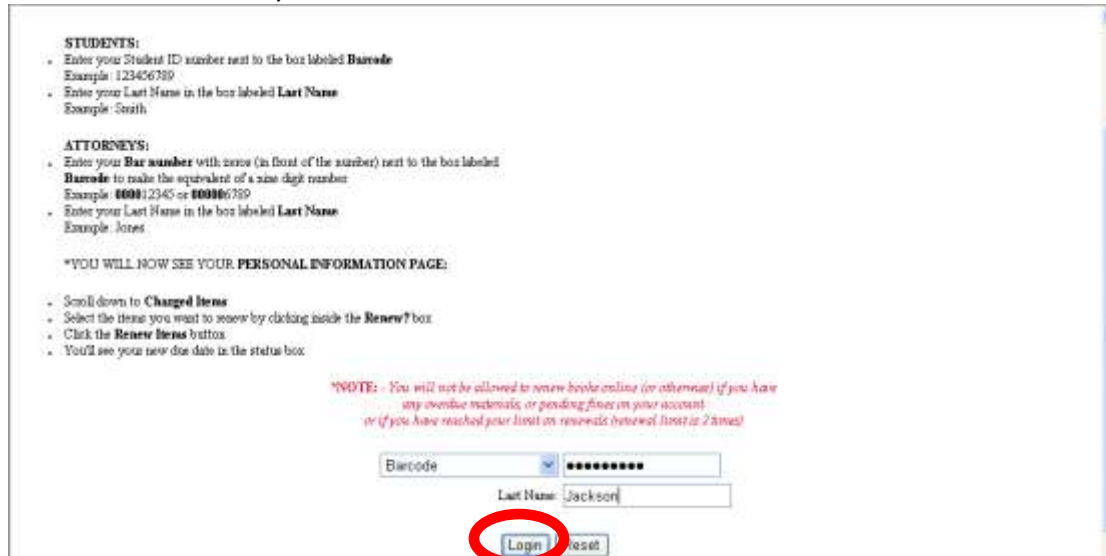


# How to Request a Recall of Materials or Place a Hold

Step One: Login to the system by clicking on the Login tab and following the instructions provided.



You will need to enter your ID number and last name.



Once you enter the information and click the Login button, you will be forwarded to the search screen.

Step 2 Locate the record for the material you desire to recall or place a hold on.



Once you have located the record click on the request tab.

The screenshot shows the Oklahoma City University School of Law library website. At the top, there is a navigation menu with buttons for Database, Search, Headings, Titles, Patron, Logout, Bookbag, Request, History, Help, and Exit. The 'Request' button is circled in red. Below the navigation menu, the page displays search results for the book 'Getting to yes: negotiating agreement without giving in.' by Roger Fisher. The results include the database name, main author (Fisher, Roger, 1922-), other authors (Ury, William, Patton, Bruce), and the title. Below the search results, there are tabs for 'Holdings' and 'Bibliographic'. The 'Holdings' tab is selected, and the page shows the location (2nd Floor) and call number (BP637.N4 F37.1983).

Step 3 Select the type of request you would like to submit.

The screenshot shows the Oklahoma City University School of Law library website with the 'Request' tab selected in the navigation menu. The page displays a form titled 'Please Choose the Type of Request'. The form has a dropdown menu with the following options: Hold, Hold, Recall, Callslip, and Purchase Recommendation. The 'Hold' option is selected. Below the form, there is a navigation menu with buttons for Database, Search, Headings, Titles, Patron, Logout, Bookbag, Request, History, Help, and Exit. The 'Request' button is highlighted.

Click OK

The screenshot shows the Oklahoma City University School of Law library website with the 'Request' tab selected in the navigation menu. The page displays a form titled 'Please Choose the Type of Request'. The form has a dropdown menu with the following options: Hold, Hold, Recall, Callslip, and Purchase Recommendation. The 'Hold' option is selected. Below the form, there is a navigation menu with buttons for Database, Search, Headings, Titles, Patron, Logout, Bookbag, Request, History, Help, and Exit. The 'Request' button is highlighted. The 'OK' button is circled in red.

Step 4 Include any comments you would like. Insert your ID number. Submit the request.

The screenshot shows the 'WebVoyage RequestForm' interface. At the top, there is a navigation bar with buttons for Database, Search, Holdings, Titles, Patron, Logout, Bookbag, Request, History, Help, and Exit. The form itself contains the following fields and options:

- Title: Getting to yes : negotiating agreement without going in / by Roger Fisher...
- Instructions: Please select an item.
- Any Copy:  Any Copy
- c. D 21500000903108 2nd Floor
- Barcode: [Red arrow points to this field]
- Comment: [Empty text area]
- Pick Up At: Circulation Desk
- Not Needed After: 30 Day(s)
- Submit Request (Red circle around this button)
- Clear Form

At the bottom of the form, there is a footer with links: [Simultaneous Search](#), [Search](#), [Holdings](#), [Titles](#), [Patron](#), [Logout](#), [Bookbag](#), [Request](#), [History](#), [Help](#), [Exit](#).

The system should indicate that your request was successfully submitted.

The screenshot shows the confirmation page after a successful request. At the top, there is a navigation bar with buttons for Database, Search, Holdings, Titles, Patron, Logout, Bookbag, Request, History, Help, and Exit. The main content area displays the following:

- Message: Your Patron Initiated Request was successful (Red arrow points to this message)
- Button: back to record

At the bottom of the page, there is a footer with links: [Simultaneous Search](#), [Search](#), [Holdings](#), [Titles](#), [Patron](#), [Logout](#), [Bookbag](#), [Request](#), [History](#), [Help](#), [Exit](#).