

## Requests for Materials

### Requesting Materials from another Northwestern Library:

Once you are signed in to your library account from the USearch page, you may place a request for materials from another library in the Northwestern system, except for items held at the Qatar library and Art Institute of Chicago materials held at Oak Grove. Click the **Get It** tab under the item you need and then click **Request**. Be sure to select **United Library** for the pick up location. The system processes your request immediately, and you should items should reach the United Library within 24-48 hours. You will receive an email notifying you that your requested items are on the Hold Shelf at the Circulation Desk.

### Requesting Materials not available

While it is possible to recall items checked out from the library, we encourage patrons to request materials from another library via Interlibrary Loan instead. ILL materials often arrive at the United Library in less than a week, while recalling an item from another patron may take a week or more. If you do wish to place a recall on an item, see someone at the circulation desk.

After a book has been in circulation two weeks, it may be recalled for use by another borrower or for use by the library for course reserves. A book which has been recalled is due seven days from the day the recall notice is sent. For items due in 10 or fewer days, the original due date is maintained. Please be aware of the following:

- A charge of one dollar (\$1.00) per day will be imposed, beginning at closing of the library on the recall due date.
- The dollar per day charge will continue for thirty days, with a maximum fine of thirty dollars (\$30.00).
- After thirty days, the replacement cost of the item will be added to the thirty dollar charge.
- Books recalled for use on course reserve lists are due immediately, at the discretion of the library staff.