

Distance Learners

Requesting a Kwantlen Periodical

View the following page for instructions on how to request a periodical online using the Coast Capital Savings Library Catalogue. You may request periodicals from the Coast Capital Savings Library at any Kwantlen Polytechnic University campus location.

- Search the **Library Catalogue** for the periodical you want.
- Click on the **Details/Hold** button beside the periodical you want to request.
- Click on **Place Hold**.

The screenshot shows the 'Catalogue Record' for 'GardenWise (Burnaby, B.C.)'. It includes fields for Publisher (Canada Wide Magazines & Communications Ltd.), Pub date (2001-), Pages (v.), and Copy info (15 copies available at Langley Campus Library, 15 copies total in all locations, Copies on order). Below this is the 'Holdings' section for 'Langley Campus Library', showing a table with columns for 'Copy Material' and 'Location'. The table entry is 'PERIODICAL V. 22 NO. 2 SPR 2006' with '1 PERIODICAL' copies and 'Periodical shelves' location.

The 'Place Hold' form contains the following fields and options:

- Smart Card barcode:** 0653000 (with 14 asterisks)
- or Student Number:** 100 (with 10 asterisks)
- PIN:** (with 6 asterisks)
- pickup at:** A dropdown menu with 'INTERNET' selected. Other options include SURREY, RICHMOND, and LANGLEY.
- Volume(s) Selected -- if you want more than one volume(s) (e.g., vol.1 and/or vol.2) check each desired volume**
- First Available**
- Volume(s) Selected From List Below**
- (unselected)
- V. 20 NO. 1 EARLY SPRING 2004**
- V. 20 NO. 2 SPR 2004**

Numbered instructions (1-5) point to these specific fields and options:

1. Type in all **14 digits** of your Smart Card barcode, (no spaces) OR type in your student number
2. Enter your **PIN**
3. Click on the drop-down arrow in the **pickup at:** field and select **INTERNET**
4. Click beside the volume you require
5. Click on the **Place Hold** button to submit your request

The Library will send an email to your **myKwantlen** account asking for details about the article you wish to request. i.e. article title and page numbers.

6. Check My Library Account in the Coast Capital Savings Library catalogue frequently

When your article is ready to be mailed, it will be charged out to your record and your Hold will be removed. A notice will be emailed to your **myKwantlen** account. If there is any problem with your hold, the Library will email your **myKwantlen** account. The photocopy of the article is yours to keep. If you would prefer to have the article faxed to you, include this information in your email response.