East Asia Library Book Delivery

Thank you for your interest in our new service, which will enable you to place a request for a library item and have it delivered directly to your shelf in the East Asia Library in Sterling Memorial Library. Please refer to the unique shelf barcode in the email you just received. It will begin with “STL” and end with a series of numbers that are linked to your shelf. You will use this barcode when you place a request for shelf delivery.

**Placing a request for delivery to your shelf:**

1) To place a request for delivery to your shelf, open the record for the item of interest in Orbis. Select “Request Recall or delivery,” listed under “Location.”

```
<table>
<thead>
<tr>
<th>Author/Creator:</th>
<th>Pollan, Michael.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>The omnivore's dilemma : a natural history of four meals / Michael Pollan.</td>
</tr>
<tr>
<td>ISBN:</td>
<td>1594200823</td>
</tr>
<tr>
<td>Physical Description:</td>
<td>450 p. ; 25 cm.</td>
</tr>
</tbody>
</table>
```

**Yale Holdings**

```
<table>
<thead>
<tr>
<th>Location:</th>
<th>Bass Library, Stacks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Request recall or delivery</td>
</tr>
<tr>
<td>Call Number:</td>
<td>GT2850 .P65X 2006 (LC)</td>
</tr>
<tr>
<td>Status:</td>
<td>Renewed - Due on 12-08-2014</td>
</tr>
</tbody>
</table>
```

```
<table>
<thead>
<tr>
<th>Location:</th>
<th>Bass Library, Stacks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Request scan of article/chapter</td>
</tr>
<tr>
<td></td>
<td>Request recall or delivery</td>
</tr>
<tr>
<td>Call Number:</td>
<td>GT2850 .P65X 2006 (LC)</td>
</tr>
<tr>
<td>Status:</td>
<td>Not Checked Out</td>
</tr>
</tbody>
</table>
```
2) On the following screen, instead of entering your netID and password, you will enter information in the “Visitor Field” on the bottom portion of the webpage. Enter the barcode we’ve provided in the “ID” field. Then enter “SML Room 219” under last name. Select “Log In.”

Log In

Yale faculty, students, staff, or affiliates with NetID:

Yale NetID Login

Visitors: Enter the barcode on the back of your library card (example: VIS0001112) and Last Name.

Log in using

Visitor Barcode

Id: ********

Last Name: SML Room 219

Log in

Insert your STLXXXXX number in the ID field. Add “SML Room 219” in the “Last Name” Field. Click “Log In.”
3) Select one of the following:

- Select "Request staff search or delivery if the item is currently "Not Checked Out."
- Select "Recall items checked out" if the item is currently charged to another patron.

After you've logged in, you will see your shelf listed in the upper right-hand corner of the webpage. Please confirm that this is your shelf before continuing to request items.
4) Select Sterling Memorial Library as your pickup location and enter your unique STL barcode number in the Visitor Barcode field. Then click “Submit.”

Books will be collected and delivered to your shelf within 2 business days. Please allow additional time if you are requesting delivery of materials from our Library Shelving Facility or other libraries on campus. There may also be delays during recess periods or if the library is closed or operating on reduced hours for a holiday.
Viewing Materials that are charged to your shelf:
You may now check to see which items are charged to your shelf.
1) Go to Yale University Library website (http://web.library.yale.edu/) and log into “My Library Account”.

Your Library Account
Ask Yale Library
Reserve Rooms
Places to Study

SEARCH ORBIS CATALOG
Go to Orbis Catalog

SEARCH BORROW DIRECT
SEARCH WORLDCAT
SEARCH FINDING AIDS

RESEARCH
Search Law Library Catalog
(Morris)
Search Articles+
Search Digital Collections
Search Google Scholar
Subject Guides
Find Databases by Title
Find eJournals by Title
OverDrive Audio Books & eBooks
Primary Sources

SERVICES
Your Personal Librarian
Subject Specialists
Workshops & Research Education
Citation Tools
Get It @Yale (Borrow Direct, Interlibrary Loan, Scan & Deliver)
Course Reserves
Off-Campus Access
EliScholar

TODAY'S HOURS
Bass
8:30am – 1:45pm
Beinecke
8:30am – 7pm
CSSSI
8:30am – 11pm
Divinity
8:30am – 10:30pm
Haas Arts
8:30am – 11pm
Law
8am – 12am
Medical
6am – 12am
Sterling
8:30am – 11:45pm
All Library Hours
2) Enter your shelf barcode number in the ID field and “SML Room 219” in the “Last Name” field.

3) Once you’ve logged in, you’ll see a full list of the materials you have stored in your shelf (provided they have been charged to the shelf by the circulation staff.

*Please note that you will not need to renew materials in this library account. If items are recalled from your shelf, you will see your item status change. You will continue to receive emails and print notices that recalled items were removed from your shelf.*