

**VOYAGER REQUEST LOCATIONS - UHM LIBRARY**  
**(HOW TO GET STUFF - CHEAT SHEET FOR REF AND CIRC)**

(as of August 2009)

<b>Request type</b>	<b>When to use it</b>
<b>Hold or transfer this item</b>	<p>1) To request that a book held at another UH System library be sent to your library for you (available to all UH System users).</p> <p>2) To request that a circulating book held in Hamilton or Sinclair be retrieved and held for you (available to all UHM users; campus office delivery available to UHM faculty and staff).</p> <p>3) To request that a non-circulating book held in Hamilton or Sinclair be retrieved and held for you (available to all UHM users).</p>
<b>Recall this checked out item</b>	To have a book recalled from the person who currently has it, and then held for you (available to all UH System users).
<b>UH Manoa Sinclair AV, Hawn/Pac, Gov Docs</b>	To request that material held at these locations be retrieved (Sinclair AV requests available to all UH System users; Hawn/Pac, Special and Gov Docs requests available to all users, public login for non-UH users: barcode <u>123</u> , last name <u>page</u> ).
<b>Intrasystem article request</b>	To have a photocopy of an article or chapter from another UH System library made for you (availability varies; check with library).

<b>For UH Manoa Sinclair AV, Hawn/Pac, Gov Docs Requests</b>			
<b>Location</b>	<b>How long will it take to retrieve?</b>	<b>How long will it be held for you?</b>	<b>Where do you go to get it?</b>
<b>AV Center</b>	up to 15 minutes	same day	Sinclair Library, 3 <sup>rd</sup> Floor
<b>Gov Docs</b>	up to 24 hours	3 days	Sinclair Library, 3 <sup>rd</sup> Floor
<b>Hawaiian/Pacific</b>	up to 15 minutes	3 days	Hawaiian and Pacific Collections reading room circulation desk (Hamilton, 5 <sup>th</sup> Floor)
<b>Special locations</b>	available during Moir Reading Room hours: Tues 9-12, Thur 1-5		Moir Reading Room (Hamilton Addition, 5 <sup>th</sup> Floor)

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<b>Voyager Location</b>	<b>Must Page</b>	<b>Hold or Transfer Request May Be Submitted</b>	<b>Non-Voyager Request Access</b>
Asia		x	self-service
Asia Closed	x		at Moir reading room Tues 9-12, Thur 1-5; or by appt.; contact <a href="#">SRC</a>
Asia Kajiyama			request at Asia Ref Desk
Asia Northeast			request at Asia Ref Desk
Asia Reference		x	self-service
Asia Special			request at Asia Ref Desk
Asia Tibetan			request at Asia Ref Desk
East		x	self-service
East Closed	x		at Moir reading room Tues 9-12, Thur 1-5; or by appt.; contact <a href="#">SRC</a>
East Reference		x	self-service
Gov Docs	x		
Gov Docs Microfiche	x		
Gov Docs Pamphlet	x		
Gov Docs Poster	x		
Gov Docs Reference	x		
Maps			by appt; contact <a href="#">Maps</a>
Maps Reference			by appt; contact <a href="#">Maps</a>
Hamilton		x	self-service
Hamilton Juvenile		x	self-service
Hamilton Reference		x	self-service
Hamilton Sci Ref		x	self-service
Hawaiian	x		
Hawaiian Rare	x		
Hawaiian Manuscript			request at Hawn/Pac ref desk
Hawaiian Reference			self-service
Pacific	x		
Pacific Rare	x		
Pacific Manuscript			request at Hawn/Pac ref desk
Pacific Reference			self-service
Pacific Creole	x		

<b>Voyager Location</b>	<b>Must Page</b>	<b>Hold or Transfer Request May Be Submitted</b>	<b>Non-Voyager Request Access</b>
Sinclair		x	self-service
Sinclair AV Center	x		
Sinclair AV Equipment			ask for at Sinclair circ desk
Sinclair AV Low Use	x		
Sinclair AV Reference		x	self-service
Sinclair AV Reserve PC			ask for at Sinclair circ desk
Sinclair AV Reserves			ask for at Sinclair circ desk
Sinclair Circ Equipment			ask for at Sinclair circ desk
Sinclair Closed	x		
Sinclair Mini Score		x	self-service
Sinclair Reference		x	self-service
Sinclair Reserves			ask for at Sinclair circ desk
Sinclair Reserves PC			ask for at Sinclair circ desk
Special Archives			by appt.; contact <a href="#">UH Arch &amp; Man</a>
Special Manuscripts			by appt.; contact <a href="#">UH Arch &amp; Man</a>
Special Charlot			at Charlot reading room Tues 9-12, Thur 1-5; or by appt.; contact <a href="#">Charlot</a>
Special Book Arts	x		at Moir reading room Tues 9-12, Thur 1-5; or by appt.; contact <a href="#">SRC</a>
Special Closed	x		at Moir reading room Tues 9-12, Thur 1-5; or by appt.; contact <a href="#">SRC</a>
Special Gorey	x		at Moir reading room Tues 9-12, Thur 1-5; or by appt.; contact <a href="#">SRC</a>
Special Juvenile	x		at Moir reading room Tues 9-12, Thur 1-5; or by appt.; contact <a href="#">SRC</a>
Special Rare	x		at Moir reading room Tues 9-12, Thur 1-5; or by appt.; contact <a href="#">SRC</a>