

**How to Request YRL Stacks Checks and/or
Retrievals of Items for Sending to Kinross**

May 25, 2007

Requesting materials from YRL:

Specify the material you need

[copying and pasting from an OPAC screen can save time]

Call Number:

Title:

Author if applicable:

Volume number(s) if applicable:

and what you want done with the volumes

For example:

Send to [name] at Kinross

or

Photocopy and fax title page to [name] at [fax number]

Send the request to the shared email account

LIB_YRL-STAX@library.ucla.edu (There is an underscore after 'LIB')

Returning materials to YRL:

Place materials to be returned to YRL stacks on the appropriate shelf in Physical Processing:

(1) If re-marking is needed, place on one of the "YRL Remarks Only" shelves, located in the first section of the first range of shelving on the left as you enter Physical Processing through the west door.

(2) If re-marking is *not* needed, place on the "Return to Stacks [YRL]" shelf, located in the second section of the first range of shelving on the left as you enter Physical Processing through the west door.