How to submit a call slip for published materials

Visit Hagley’s online catalog:  https://h92010.eos-intl.net/H92010/OPAC/Index.aspx

Sign in with your assigned 5-digit researcher card number:

Conduct your search and click on the title you wish to request.

At the bottom of the record, click on the Hold button (a white box with green arrow):
(Occasionally, that Hold button will try to hide. If you don’t see it, click on the button marked with a + sign at the bottom of the page to reveal additional information...this will usually reveal the elusive Hold button.)

Enter any optional instructions for the reference staff in the Hold Note field and click Hold.
You should receive an acknowledgement that your call slip was submitted.

If you have any difficulties with this process, please consult with the librarian on duty.