What should I do if I cannot locate an available item on the shelf?

Tell Me

Visit the Circulation Desk on the main floor and inform a staff member about the item.

1. Staff will recheck the location of the item and that you were looking in the correct location.
2. If the item cannot be located, Circulation Staff will initiate a search for you.
3. If found, students will be notified by email for pick up and faculty/staff will have it delivered.

Related Articles

- Where do I pay for my fines?
- What should I do if I lose a book I have checked out?
- What should I do if I cannot locate an available item on the shelf?
- What is the difference between a hold and a recall?
- What are the fees for items returned late?