

**PROCEDURE FOR REQUESTING
BOOKS, VIDEOS, and DVDs
FROM THE LA CROSSE CAMPUS**

Search Western's CATALOG from any Internet connection by accessing the Library's Webpage at www.westerntc.edu/library and clicking on "FIND BOOKS, RESERVES, VIDEOS" or on "SEARCH WESTERN CATALOG." Reserve and Reference items may not leave the Library but everything else can be sent to your campus if you follow this easy procedure:

- Send an e-mail message to "library@westerntc.edu"
- In the message, include:
 - 1) Your student ID number
 - 2) The name of your campus
 - 3) The title of the item(s)
 - 4) The call number of the item(s)

If we have any questions we'll contact you via e-mail. When the material is sent we also write an e-mail that lets you know it's coming, tells you the exact location where it can be picked up, and reminds you of the date that the item must be returned.

The items will usually be sent to your campus secretary. Typically, it takes about a week for the material to get from our campus to your campus.

When you are finished, please return the material to the location at which you obtained it and, if you will be so kind, please send us an e-mail message alerting us that the material is coming back.

The normal circulation period is three weeks. Because of the long transportation time between campuses we have a grace period before charging overdue fines, but please return the items as quickly as you can.

By the way, if you need to call us long distance, it's toll-free:
Within Wisconsin: 800-322-9982