How to Retrieve Library Materials from ARC Storage

**Step 1:** Your card must be activated at the Checkout Desk before retrieving items from Storage.

Ask the staff person there to link your card to the library system. If you have checked out books before, you are already in the system and your card is active.

Students, faculty, and staff who do not have a One Card can get a temporary OneCard at the Eagle Card office.

**Step 2:** Once you discover that an item is in Storage, click on Request at the top of the screen.

*Animal farm / George Orwell ; illustrated by Joy Batchelor and John Halas.*

**Author:** Orwell, George, 1903–1950.

**Title:** Animal farm / George Orwell ; illustrated by Joy Batchelor and John Halas.

**Publisher:** San Diego : Harcourt Brace Jovanovich, [1990]

**Description:** Book

124 p. : ill. ; 21 cm.

**Subject(s):** Allegories.

**Database:** Eastern Michigan University Library

**Location:** Storage, click Request button above, pick up at Circulation

**Call Number:** PR5029.R8 A7 1990

**Number of Items:** 1

**Status:** Not checked out

After you click on Request, you will be taken to another screen. The bottom of the screen will look something like this:

<table>
<thead>
<tr>
<th>Barcode</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Last Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Login] [Reset]
Step 3: Enter your barcode or E number* and your last name and click Login.

(*Note: The Request screen defaults to "Barcode". If you have a new EagleOneCard, you will have to change this area from "Barcode" to "E Number" using the drop-down menu.)

Once you are logged in, you will be taken to another screen that looks like this:

![Request Screen](image)

Step 4: Pull down the drop-down menu and select ARC Storage Request. Click on OK.

Once you click on OK you will be taken to a screen that looks like this:

![Request Screen](image)

Step 5: If you are requesting a journal or multi-volume book, select the volume or copy needed.

You can change this where it says "Select an item."

Step 6: Enter your E Number and click the Submit Request button at the bottom of the screen.

If retrieval is successful you will receive this message:

![Success Message](image)

You can then pick up the item at the Checkout Desk in about 10 minutes.