

Requesting Journals from the BARN (storage)



1. Go to the Library Online Catalog by clicking the Library Catalog link on the [library home page](#).
2. Click the **Journal Title** link.


Search: Basic Author Title **Journal Title**


3. Type the name of the journal or magazine in the **Journal/Newspaper Title** search box.
4. Click the title of the journal you would like to request from the result list.

Title 
 [Reference services review](#)

5. Look at the dates listed next to **Main Run** to make sure our subscription covers the date you need.
6. Click the **Items Available** link.


[Summary](#) | [Items Available](#) | [Title Info](#) | [Links](#)

Merrill-Cazier Library  **Step 6: Click Items Available**




Location: Merrill-Cazier Library
Collection: In BARN: 1. Click Availability tab, then 2. Request Item.
Call No.: Z 1035.1 .R43
Status: Currently Received
Media Type: Serial
Main run: Vol. 20 (1992) - to date.  **Step 5: check dates**
V. 33 No. 1 (2005) - V. 33 No. 3 (2005)

7. Scroll through the list, clicking **Next** if necessary, until the year and volume you need is shown.

[Subscription Summary](#) | [Availability](#)

[Next](#) 

8. Make sure that the journal you need is checked in. Click the **Request Item** button next to the volume and issue that you need.

Checked In	v. 30, 2002	 Request Item
Checked In	v. 31, 2003	 Request Item
Checked In	v. 32, 2004	 Request Item

9. You will be asked to login to the Catalog. If you have not yet registered in Horizon, the Merrill-Cazier online catalog, you will need to click on **register as a new Information Portal user** and follow the instructions to register.

Login

Log in or [register as a new Information Portal user](#).

Username:

Password:

[Forgot your password?](#)
[Register as a new user](#)

10. Enter the user name and password that you created when you registered.

11. Confirm the title, volume and date and then click **Place Request**.

Step One: Place Request.

RSR : reference services review.
Z 1035.1 .R43 v. 32, 2004

12. You can pick up the journal at the 2nd floor Newspaper and Magazine Desk in the Merrill-Cazier library, typically within 10 minutes after submitting the request. You can check out the journal for 2 days.'

- Current journals (past year) can be found on the 2nd floor of Merrill-Cazier Library. These cannot be checked out.
- Please visit any of the service desks in the library or [contact a librarian](#) if you have any questions!
- In addition to journals, some books are located in the BARN. If the location is Automated Storage/BARN, click **Request Item** and follow the same steps outlined above. Books can be picked up at the Circulation (Book Checkout) desk on the first floor of the Library.