BE IN THE RIGHT PLACE AT THE RIGHT TIME
SIGNING ON TO VOYAGER TO CHECK OUT AND DISCHARGE CORRECTLY

Sign on each workstation to ALL of these locations in the order listed; minimize each location from left to right on the screen.

<table>
<thead>
<tr>
<th>Log on to this happening location:</th>
<th>In order to charge and discharge items with these Library Cat location names:</th>
<th>Loan periods:</th>
<th>Notes:</th>
</tr>
</thead>
</table>
| 1) - Watson Circ Desk             | • Watson Stacks  
• Watson Fines Office  
• East Asian Library  
• Chinese Brief Listing  
• Japanese Brief Listing  
• Recreational Reading  
• Also use to check out ILL items | • Monographs = 6 weeks or 4 months unless period of authorization is less. Eligible for online renewal  
• Short-term bound journals = 1 week. Must be presented in person for renewal.  
• Recreational Reading = 3 weeks | Default loan period for ILL items = 2 weeks; however, date due must be modified to match date recorded on ILL jacket (only case where modifying due date is routinely authorized). |
| 2) - Watson Reserve               | • Watson Reserve  
• Watson Mixed Media (CD/cassette, etc.)  
• Watson Video Collection (including DVDs) | • Reserve items check out for periods varying from 2 hours to 4 months.  
• Videos & DVDs = 1 week  
• Mixed Media = 6 weeks or 4 months  
• All items must be presented in person for renewal except Mixed Media. | Locations no longer used: Watson Per Desk AND Watson Per Reserve |
| 3) Watson Reserve NO              | • Watson Reserve NO (Includes all laptops, headphones, mice, and selected reserve items.)  
Note: laptops are, by policy, due no later than ½ hour before library closes. | • Items check out for 2 or 4 hours. Laptops = 4 hours.  
• Items are NO overnight and due no later than closing on the same day checked out.  
• Must be presented in person for renewal. | Newspapers are in library only use and do not check out (CN in upper right corner of issue).  
Location no longer used: Watson Per Res NO |
| 4) Watson Per                     | • Watson Periodicals (Per) | • Bound circulate for 1 week; unbound for 1 day  
• Must be presented in person for renewal. | Newsprint items with LC call numbers circulate for 1 day.  
Location no longer used: Per/FC |
| 5) - Watson Micro Circ Desk       | • Watson Microforms  
• Watson Micro – Gerritsen  
• Watson Micro – Microfiche  
• Watson Micro – Microfilm  
• Watson Micro – Microprint  
• Watson Micro – Newspaper Microfilm [MRN] | • All items circulate for 2 weeks and may require special packaging BEFORE leaving the building. Many lack item records. Find Ela or Sarah C. for assistance.  
• Must be presented in person for renewal. | ALL microformat items located in Watson now check out with this location, including film formerly shelved in Per. |
| 6) {consult item record}          | Use ONLY for discharging Watson Reference items. See notes. | NON-CIRCULATING. All Watson Reference, Ref Desk, and Ref Slavic items are non-circulating. See notes. | Consult "Exceptions for Reference Items" (forthcoming). |
| 7) www.lib.ku.edu (library web site) | Use to access Library Website, Library Catalog, etc. | | |

G:\Circ Forum\Student Training\003 – Watson Locations
Signing on to Voyager to Charge and Discharge (Revised 07/25/11 SKC)