Annex Requests Video Script:

The Library Annex is a high-density storage facility used to store low-use library materials. All materials in the Library Annex are represented in the library catalog. KU faculty, staff, students, and resident borrowers may request material to be pulled from the Annex and delivered to any KU Library.

You may run across records in the KU Libraries catalog that show a location of “Valid KU borrowers- click on Recall/Request button- AnnexW”.

If you see this location, you will need to request the item to be delivered from the off-site Library Annex.

This delivery will take approximately 24 hours.

To request an item from the Library Annex, click on the “Recalls and Requests” button at the top of the page.

Login using either the last 8 digits of your KU Card number with your last name, or your KU Online ID and password.

Select “Retrieve from Shelf” from the drop down menu and click OK.

Complete the form and be sure to select the pickup location of your choice.

If you are requesting an item from a series, such as a journal, you must include the volume, date, and year for the item you need.

When you are finished, click on “Submit Request”.
