Requesting Records
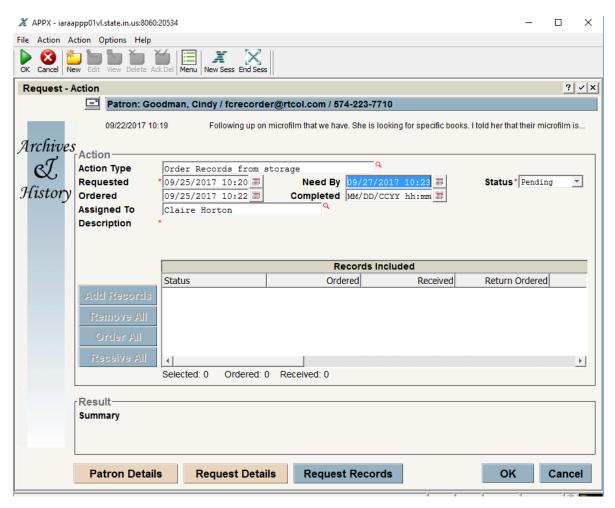
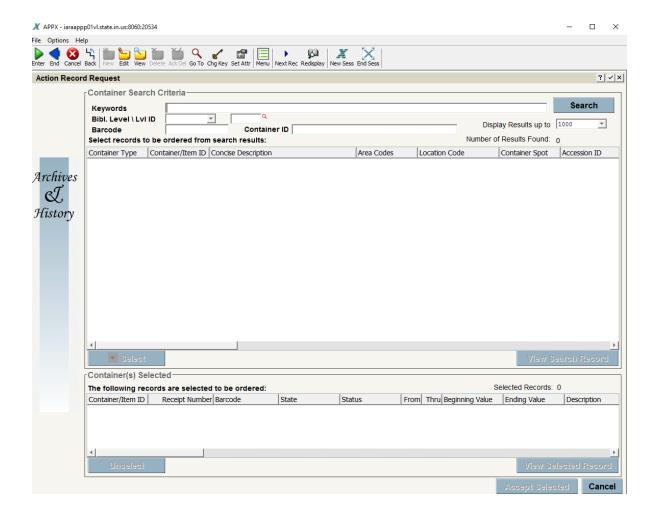After you have already created the Patron Request…

Add an Action

Choose Action Type: Order Records from Storage. The Requested Date should be now – you can simply click the calendar icon and then click OK to fill in the current date and time. Update the Need By date with the date and time the patron is coming in to view the records.
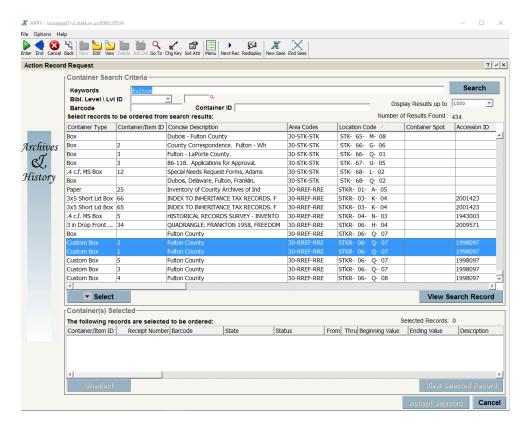
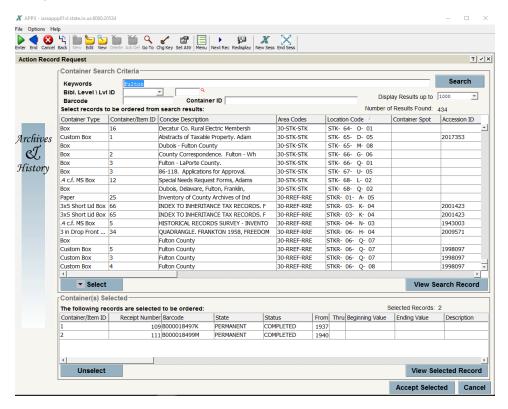

Click OK.

Click Add Records.

You will now have a table in which you can search by keyword, series id, barcode, or container id to find the records you want. This table does not have as many search options as the container table. You should use the Container Table to do the actual research and determine which records you may want to see; then use this table to request them.

You can click on any of the fields to sort by that field. Click View Search Record to see a detailed view of the box.
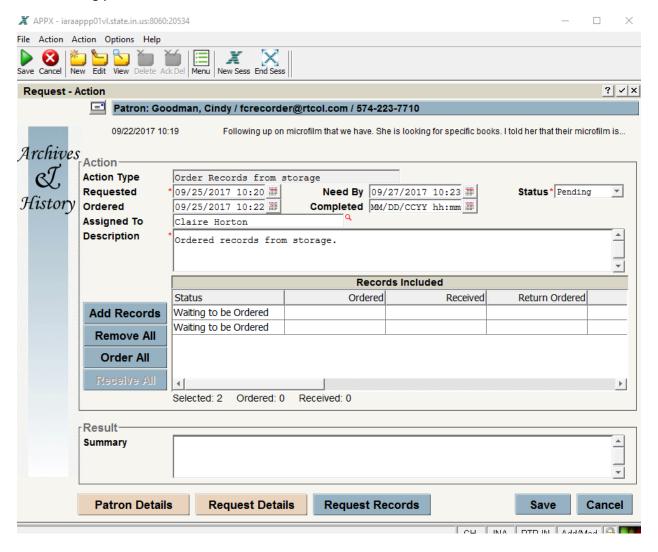
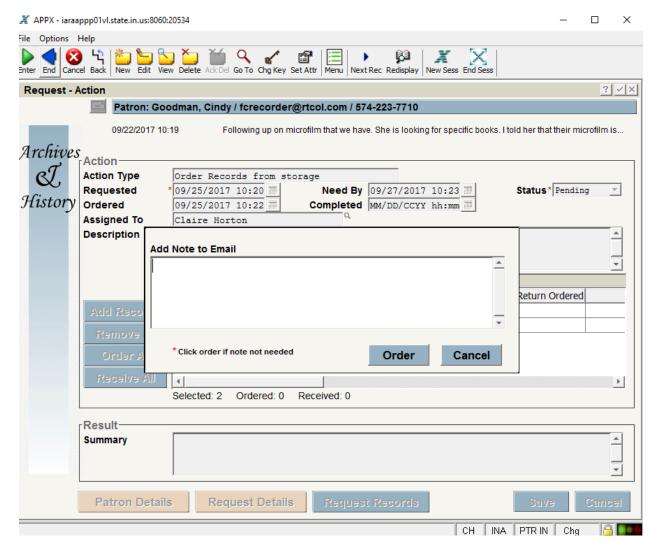To select records, highlight one of more, and then click Select.

This will move the records to the lower table. You can continue to select more records, or you can click Accept Selected.

This will bring you back to the main action form. Click Order All.

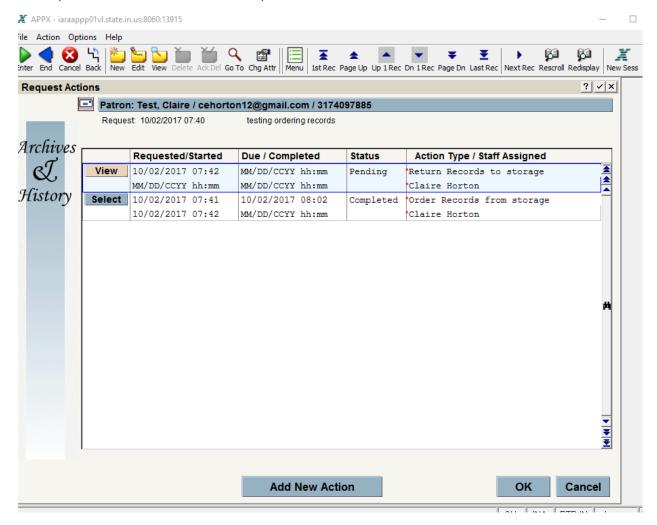You may add a note, which will be included in the email the page receives.

Once you click Order, an email is sent to the page. The page has been instructed to check his or her email throughout the day.

The page will retrieve the records, and will put them on the Records Retrieved shelf. The Page will Receive the records in AXAEM when they are on the shelf.

At this point, you will receive an email that says you have been unassigned from an action. This will indicate to you that the records you requested are now in the ready reference room.

Returning Records

When you are finished with the records, place them on the Records to be Returned shelf.

An Action will have already been automatically created for you that says Return Records to Storage.

Double-click on the Action. You can leave the Pickup By date blank, because everything will be returned that day.

Click Return. This sends an email to the page that the records are ready to be picked up. The page will then click "Returned" when the records are back on the shelf, which completes the action.