

# ACCESSING YOUR PATRON RECORD IN MURPHY CATALOG

As UW-La Crosse Students, Faculty, and Staff, you are able to:

- View a listing of all the materials you have checked out
- Request books from other UW System libraries (**Universal Borrowing**)
- Check on the status of any fines/fees you owe or any blocks you may have on your borrowing privileges
- Renew materials
- Place holds or recalls on Murphy Library materials

## LOGGING INTO YOUR RECORD

1. From the Voyager online catalog action buttons, click on **YOUR RECORD**.



2. Enter your ID number and last name as prompted.

3. Click the LOGIN button.

**For students, your barcode consists of your 9-digit ISO number beginning with an "8" or a "9". For faculty and staff, your barcode consists of your 9-digit Employee ID number. If your Employee ID number is fewer than 9 digits, please precede with enough zeroes to make it 9 characters. If your Employee ID number is fewer than 9 characters, please contact Circulation Services at 785-8507 or cirser@uwlax.edu.**

**Faculty and Staff: Starting January 2, 2008, please use your Person ID Number to login.**

**If your Person ID Number is fewer than 9 characters, please precede with zeros.**

Choose Home Library: UW-La Crosse

UW-La Crosse 9 digit Person ID#

Last Name:

Login

Reset

## UNIVERSAL BORROWING

Since **Your Record** is the only place that you will be able to track the status of your Universal Borrowing requests, **check this page frequently**. Scroll down to the section called "Requests Pending."

Requests Pending		
Cancel?	Item	Status
<input type="checkbox"/>	Next to God--Poland : politics and religion in contemporary Poland / Bogdan Szajkowski. c. 1 <b>Requested from UW-La Crosse</b>	In Transit to UW-Stevens Point
<input type="checkbox"/>	Philosophy of person : solidarity and cultural creativity / edited by Józef Tischner, J.M. Zycinski, George F. McLean. c. 1 <b>Requested from UW-La Crosse</b>	In Transit to UW-Stevens Point
<input type="checkbox"/>	Poland : a handbook. c. 1 <b>Requested from UW-La Crosse</b>	In Transit to UW-Stevens Point
<input type="checkbox"/>	Strange allies, the United States and Poland, 1941-1945 / Richard C. Lukas. c. 1 <b>Requested from UW-Colleges</b>	In Transit to UW-Stevens Point
<input type="checkbox"/>	Old Catholics and Anglicans, 1931-1981 : to commemorate the fiftieth anniversary of intercommunion / edited by Gordon Huelin. c. 1 <b>Requested from UW-Oshkosh</b>	In Transit to UW-Stevens Point
<input type="checkbox"/>	Polish customs, traditions, and folklore / Sophie Hodorowicz Knab ; foreword by Czeslaw Michal Krysa ; illustrations by Mary Anne Knab. <b>Requested from Portage County Public Library</b>	Accepted - 06-22-2004 20:52

### How to Interpret the Messages in "Your Record"

In "Your Record", under the section "Requests Pending", the following messages alert you to the status of your requests:

#### Accepted

Murphy Library catalog acknowledges the receipt of your request.

#### Printed

The lending library acknowledges the receipt of your request.

#### In transit

The item is currently being shipped to your designated pickup library.

#### Cancelled

This message will appear if you cancel your own request on the patron record screen.

#### Unable to supply (or similar wording)

The lending library cannot send the item to you. Often the library will send you an email notice in this regard. You can place another UB request with another UW campus library or use Interlibrary Loan. For more information, see **Why a Request May Fail**.

When your item is available for pick up, the title will move from the "Requests Pending" section to the "Items Available" section of your patron record. Items must be picked up before the day the request expires, otherwise they will be returned to the lending library.

## Items Available

Cancel?	Item	Expires:	Pickup Location
<input type="checkbox"/>	International perspectives on achievement and task motivation / edited by Frank Halisch, John H.L. van den Bercken, in collaboration with Sue Hazlett. c. 1 <b>Requested from UW-Milwaukee</b>	07-08-2004	Circulation Desk
<input type="checkbox"/>	Competitive ethos and democratic education / John G. Nicholls. c. 1 <b>Requested from UW-Milwaukee</b>	07-08-2004	Circulation Desk

Cancel Requests    Reset

## PLACING HOLDS OR RECALLS:

You may place holds or recalls on Murphy Library materials that are currently checked out.

1. Using any of the standard search options, search the Library Catalog for the item you wish to place a hold or recall on.
2. Display the record for that item.
3. Click the **REQUEST** button at the top of the screen.
4. Login as shown above.
5. Select HOLD or RECALL as type of request. Click OK.
6. Type in ID number in UW La Crosse Barcode field.
7. For the "Pick Up At" response, please choose CIRCULATION DESK (default).
8. Click **SUBMIT REQUEST**.
9. You may verify the placement of your request by clicking the YOUR RECORD button.
10. When the item is returned, you will receive a notice and the title will appear in the "Items Available" section of your record.

## CANCELLING REQUESTS:

If you decide that you do not need an item that you have placed a hold or UB request for, you may cancel it at any time, by clicking on the "Cancel?" box and clicking on the "Cancel Requests" button shown above. You may do this for either "Requests Pending" or "Items Available."

## RENEWING ITEMS:

Regular circulating materials (including UB 28-day items) may be renewed once.

1. In the "Charged Items" section of your record, check off the items you want to renew.
  2. Click the **RENEW ITEMS** button.
  3. Be sure to check the status information before you logoff.
- NOTE: If an item is unable to be renewed, the statement Not Renewed will appear in the "Status" box following the title.

<input type="checkbox"/>	Crichton, Michael, 1942- Timeline / Michael Crichton. Location: Leisure Reading Collection PS3553.R48 T56 1999	Charged: Due 10-15-2004
<b>UW-Colleges</b>		
Renew?	Item	Status
<input type="checkbox"/>	McCall Smith, R. A. Kalahari typing school for men / Alexander McCall Smith. Location: UW-Baraboo Stacks PR6063.C326 K35 2003	Charged: Due 07-16-2004
<b>UW-Eau Claire</b>		
Renew?	Item	Status
<input type="checkbox"/>	Walters, Suzanne. Customer service : a how-to-do-it manual for librarians / Suzanne Walters. Location: Call Numbers A-HC 3rd floor, HD-PR 4th, PS-Z 5th Z711 .W275 1994	Charged: Due 07-16-2004
<input type="button" value="Renew Items"/> <input type="button" value="Reset"/>		

**ALWAYS LOGOFF YOUR ACCOUNT WHEN YOU FINISH.  
THIS WILL ENSURE THAT ONLY YOU HAVE ACCESS  
TO YOUR PERSONAL DATA.**

Questions about renewals, holds and other requests should be directed to Circulation Staff at the Main Circulation Desk, Murphy Library. (608) 785-8507 or [cirser@uwlax.edu](mailto:cirser@uwlax.edu)