

# Library Pickup for Public Members

If you are not a current CNC student or employee, you can still borrow material from our Prince George campus library. Follow these steps to request items for pickup. Most public members can sign out a maximum 5 items at a time.

- 1) Search our [Library Catalogue](#) for items you wish to borrow. Currently we can loan material from the **STACKS** and **MOVIES** sections in Prince George (except online/electronic resources).
- 2) Request items in one of these ways (A), (B) or (C):

## A YOUR EMAIL

- i. Start an email message to [circdesk@cnc.bc.ca](mailto:circdesk@cnc.bc.ca).
- ii. Type your full name in the message.
- iii. If you have a CNC ID card or community borrower card, include its 14-digit barcode number in the message (starts with 41111).
- iv. Copy the entire "call number" of the item(s) and paste into the email message. It may look like this...



Holdings PR-GEORGE [Change D](#)

<b>E 99 .D25 G68 1998</b>	Copy 1	Location STACKS
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...or like this...

Database: College of New Caledonia Library Catalog

Location	Call No.	Status
Prince George Stacks	<b>E 99 .D25 G68 1998</b>	<a href="#">View Catalog Record</a>

- v. Send the message.

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**B****DISCOVERY SEARCH EMAIL**

- i. If you're using Discovery Search on our website, click Email on the right side of an item record.

College of New Caledonia  
**CNC**

Searching: **College of New Caledonia Library Resources**

Keyword

**Search**

[Basic Search](#) [Advanced Search](#) [Search History](#)

**Detailed Record** | [Result List](#) [Refine Search](#) | 1 of 3,747

**Ways of knowing : experience, knowledge, and power among the Dene Tha / Jean-Guy A. Goulet.**

Language: English

Authors: [Goulet, Jean-Guy](#)

Tools:

- Google Drive
- Add to folder
- Print
- E-mail** (circled in red)

- ii. Complete the E-mail form as follows.

*E-mail from:* delete Ebsco address and type your email address

*E-mail to:* type **circdesk@cnc.bc.ca**

*Comments* = your full name. Also, if you have a CNC ID card or community borrower card, include its 14-digit barcode number (starts with 41111).

**E-mail**

Number of items to be e-mailed: 1

**E-mail from:**

**E-mail to:**   
Separate each e-mail address with a semicolon.

**Subject:**

**Comments:**

- iii. A confirmation message should appear shortly.

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## C PHONE

- i. Note the "call number" for the item(s). It may look like this...

<b>Holdings</b>	<a href="#">Change D</a>
PR-GEORGE	
<b>E 99 .D25 G68 1998</b>	Copy
	1
	Location
	STACKS

...or like this...

Database: College of New Caledonia Library Catalog

Location	Call No.	Status
Prince George Stacks	<b>E 99 .D25 G68 1998</b>	<a href="#">View Catalog Record</a>

- ii. Have your CNC ID card or community member card ready, if you have one.
- iii. Phone 250-561-5811.
- iv. If you get voice mail, please leave a message including your full name and phone number.

- 3) Library staff will contact you when items are ready. You will have five days to pick them up.
- 4) When you come to pick up, bring your CNC ID card or community borrower card. If you don't have that, please bring:
- picture ID, and
  - proof of current address. That can be on the picture ID, a piece of mail, or an electronic bill.
- 5) At CNC Library, come to the counter just inside our entrance where a sign says "Pickup Spot for Public Members".
- 6) To return items, slide them into the big gray Book Return box beside the library entrance. →

