Instructions for Charging Books to a Study Carrel or Hold Shelf

1. Write in your Widener Study Carrel Number or Pusey Hold Shelf Number.

2. Write in the Barcode number. The barcode will be located on the outer cover, on the inside of the back cover, one page in from the back cover, or on the back side of the item’s title page. A Widener barcode begins with 3 2044. An item from the Harvard Depository has a barcode beginning with an H.

- If the book doesn’t have a barcode…
Also fill out a yellow form “Loan Request for Books Without Barcodes” at Circulation.

3. Take the book to the Widener Circulation Desk on the first floor in order to charge it to your carrel. You will receive an “Authentication Stamp” on the charge slip.

4. Insert the charge slip into the pages of your book so that the authentication stamp shows at the top of the book and return it to your carrel.

When you’re finished with the book, bring it to the Book Return desk at the stacks entrance or invert the slip so that “Return to Stacks” shows and leave the book on the desktop."Any item left at a study carrel which hasn’t been charged at a Circulation desk will be returned to the stacks."