

## Placing a Request/Hold on a Book owned by Foley Library

### Why would you want to do this?

- **On-Campus and local students:** *this will reserve an available book for you. It will be held for you at the Circulation Desk for 7 days.*
- **Distance Students (35+ miles from campus):** *When you place a hold on a book, we will check the book out to you and put it in the mail to you within 1-2 working days.*
- **Everyone:** *If a book is currently checked out, placing a hold will reserve the book for you when it comes in.*

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gonzaga | Academics | Admissions | Athletics | Campus Resources | Student Life

### Foley Center Library

Blog: More time for more studying at Foley

Find Articles | Find Books

Frequently Used Databases

- All Databases A to Z
- All Databases by Subject
- Periodicals @ Foley
- \* New & Featured Databases

Research Guides | Library Information

A-Z List of Guides | Nursing & Medicine | FAQs and Information About Foley

Arts & Humanities | Religion | Hours

Business and Law | Sciences | Inter Library Loan - ILLiad

Education | Social & | News & Events

Engineering & Applied Science | Behavioral Sciences | Foley Wiki - Services for students at Foley

General Interest | Who We are and How to Contact Us

**1. Go to the library homepage**  
[www.foley.gonzaga.edu](http://www.foley.gonzaga.edu)  
and select the library catalog.

**2. Enter your search.**  
This example uses the 'Advanced Search' option and is searching for the words psychology and emotions in the subject field.

FOLEY CENTER LIBRARY  
Gonzaga University

Search | My Searches | My List | My Account | Databases | Exit

### Advanced Search

Database: Gonzaga University [Change](#)

Basic | **Advanced** | Subject | Author | Course Reserves | New Books | Periodicals@Foley

Search: psychology | all of these | within | Subject Keyword

AND | emotions | all of these | within | Subject Keyword

AND | | all of these | within | Keyword Anywhere

ISBN

Title Keyword

Author Name

ISSN

Subject Keyword

Series

More advanced limits

Records per page: 10 records per page

Search

**Search Tips:** Follow the form prompts to construct a Boolean search. Use the "Search:" box to enter terms, select the relationship of terms to the right of the search box. Use the "within" menu to search for the terms in a particular field. To combine sets, choose the operator you want: AND, OR, NOT. Select filters as desired. Then click the Search button to complete your search.

**TIP:** If you know the title of a book or the name of an author, use the **Basic Search**.

Examples:

*Causes and Consequences of Feelings* - use **Title Browse**

Berkowitz, Leonard - use **Author Browse**

**FOLEY CENTER LIBRARY**  
Gonzaga University

Search My Searches My List My Account

### Basic Search

Database: Gonzaga University [Change](#)

Basic **Advanced** Subject Author Course Reserves New Books Periodicals@Foley [Search History](#)

Search: berkowitz, leonard within Author Browse

Limit To: All Material

Records per page: 10 records per page

Search Tips: enter words relating to your topic, use quotes to search phrases: **\*world wide web\***, use + to mark essential terms: **+explorer**, use \* to mark important terms: **\*internet**, use ? to truncate: **browser?**

**3.** When you find the book you want, click on the title.

[Causes and consequences of feelings / Leonard Berkowitz.](#)  
2000

BF531 .B45 2000  
 available, Foley General Collection

**4.** Click on Make a Request

Titles Authors **Prev** 3 of 3

### Causes and consequences of feelings /

**Title:** Causes and consequences of feelings / Leonard Berkowitz.  
**Author:** [Berkowitz, Leonard, 1926:](#)  
**Publisher:** Cambridge, U.K. ; New York : Cambridge University Press ; Paris : Editions de la Maison des sciences de l'homme, 2000.  
**ISBN:** 0521633257 (hardback)  
052163363X (pbk.)  
273510849X (France : hbk.)  
2735108503 (France : pbk.)  
**Format:** Book  
**Contents:** Part I. The nature and origin of feelings. Feelings : their nature and causes  
More on the causes of feelings : appraisals and bodily reactions  
Part II. Feelings and memory. Influences of feelings on memory  
Personal traumas and memory  
Part III. Affective influences on cognitive processes. The influence of feelings on judgments and decision making  
Feelings, persuasion, and motivation  
Part IV. Influencing action. Feeling effects on aggression and helpfulness.  
**Subjects:** [Emotions.](#)  
[Affect \(Psychology\)](#)

This item  
[Record View](#)  
[Staff View](#)

Actions  
- [Make a Request](#)  
(e.g. Hold or Recall)  
- [Print](#)  
- [Export](#)  
- [E-mail](#)  
- [Add to My List](#)

Google Books:  
 ["About This Book"](#)

**FOLEY CENTER LIBRARY**  
Gonzaga University

Search My Searches My List My Account Databases Exit

Log in to your Foley Center Library account

Please enter your Gonzaga University ID Number and Last Name, then click the **Log in** button.

Log in using my **Gonzaga University Id Number**

Id:

Last Name:

**Log in**

Contact Us Search My Searches My List My Account Help

**5.** Enter your Gonzaga ID number and last name. Click on Log in.

**LIBRARY**  
Gonzaga University

Search My Searches My List My Account Databases Exit

New Quick Search:  **Go** Search History

Patron Requests

Select the type of request you would like to make. See the help screen for details about different kinds of requests.

- **Hold**

**6.** Click on "Hold".

**LIBRARY**  
Gonzaga University

Search My Searches My List My Account Databases Exit

New Quick Search:  **Go** Search History

Patron Requests

**Hold**

Instructions: Change PICK UP AT option to CHASTEK for delivery to the Law Library. Allow 3 business days.

Any Copy

This Copy: c.1 00059003490824 Foley Stacks

Comment: Distant Student - Please mail this to me.

Pick Up At: . Foley Circulation Dept.

Not Needed After: 2009-06-06

Gonzaga University Id Number

**Submit** **Cancel**

**7.** Enter your Gonzaga ID number one more time and click on Submit.

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You may add a note in the comment field, such as:

*I am a distant student; please mail to my home address.*

OR

*I will be on campus next week, please hold this for me instead of mailing it.*

OR

*This library ROCKS!*

**FOLEY CENTER LIBRARY**  
Gonzaga University

Search My Searches My List My Account WIN Borrow Databases Exit

New Search:  **Go** Search History

Your request was successful.

**Causes and consequences of feelings /**

Title: Causes and consequences of feelings / Leonard Berkowitz.

Author: [Berkowitz, Leonard, 1926-](#)

Publisher: Cambridge, U.K. ; New York : Cambridge University Press ; Paris : Editions de la Maison des sciences de l'homme, 2000.

**Success!**