

Guide to Requesting Items Through the Catalog

The library's catalog provides VCFA Library account holders with access to books, articles, and a wide range of other media including items that aren't held by the VCFA Library. Please note that we are unable to borrow eBooks from other libraries, but digital copies of [articles](#) are available.

When you request an item through the catalog, if the VCFA Library does not own the item the library staff will locate a copy from libraries as physically close to our location in Vermont as possible (this service is referred to as **Interlibrary Loan**). The lending library will mail the physical copy to VCFA so that we can check the book out to your account. We'll then mail it to your home address. When it's time to return any of your library materials to us, email us at vcfalibrary@vcfa.edu to request a prepaid USPS mailing label. **The VCFA Library does not charge students or faculty for interlibrary loan items or for return shipping.**

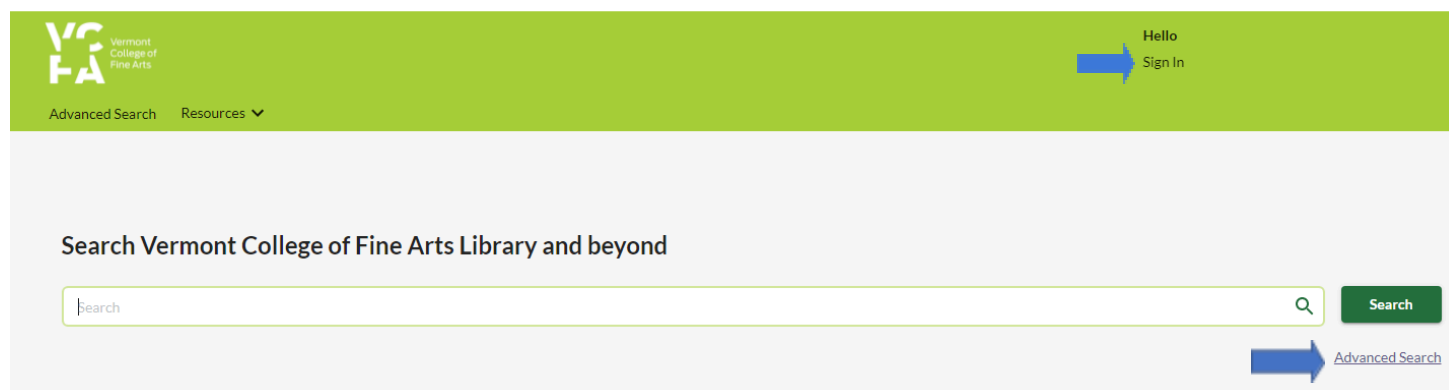
Students who do not live in the United States should reach out directly to the library staff for assistance.

Browser note: Chrome, Firefox and Safari are the preferred browsers for your library searches and requests. Internet Explorer is not fully supported by WorldCat.

Here's how to get started

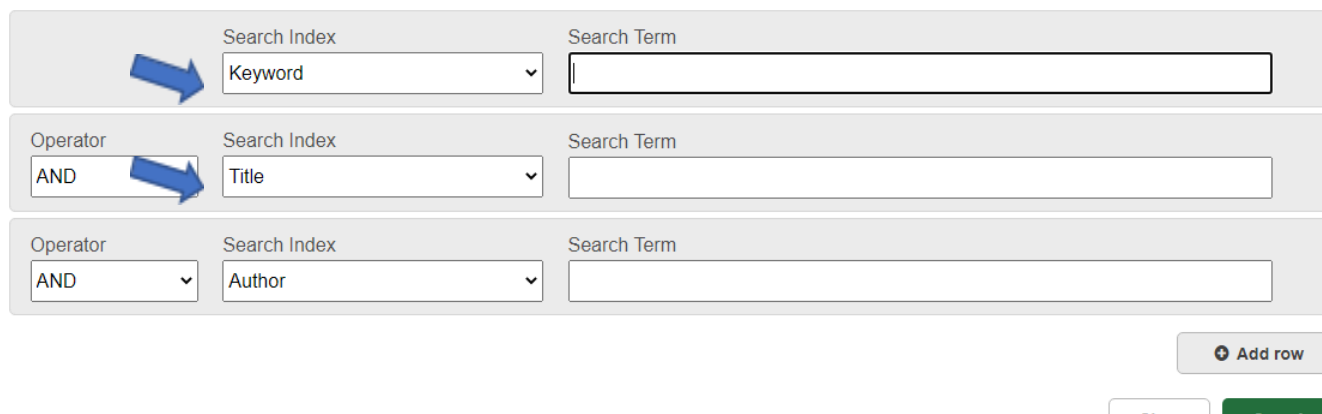
Log in to the VCFA Library and Resources [homepage](#) to find the library catalog's [sign in page](#).

Sign in using your VCFA Library username (your firstname.lastname, all lowercase) and password, and then click on the **Advanced Search** link.



When the Advanced Search page opens, complete at least one of the fields with a search term and click the **Search** button.

Advanced Search



The following example depicts the search results for all English language print books and articles written by authors Gins and Arakawa. (See search bar at top of page, and also take note of the search parameters found on the left side of the page that allow you to refine the search results).

Search Bar: au:(Gins) AND au:(Arakawa)

Filters:

- Language:** English
- Format:** Print Book, Article, Chapter
- Retain Filters:** [Clear Filters](#)
- Sort:** Best Match
- Group This Search:** Group Related Editions
- Refine This Search:** Expand Search with Related Terms
- Held By Library:** Libraries Worldwide, Vermont College of Fine Arts Library
- Format:** All Book (55), Book (55), Print Book (55), eBook (8), Article, Chapter (5), Article (4), Chapter (1), Computer File (2), Video (2), Audiobook (1)
- Content Type:** Full Text, Open Access, Biography (1), Non Fiction (60), Peer Reviewed (1)
- Publication Year:** All, Last 5 Years, Last 10 Years

Search Results:

- 1** **Arakawa and Madeline Gins : architecture : sites of reversible destiny (architectural experiments after Auschwitz-Hiroshima)**
Authors: Shūsaku Arakawa 1936-2010.
Print Book 1994
London : Academy Editions, 1994.
More Author/Title Info: Arakawa and Madeline Gins
At other libraries worldwide
- 2** **Arakawa and Madeline Gins : architecture : sites of reversible destiny (architectural experiments after Auschwitz-Hiroshima)**
Authors: Shūsaku Arakawa 1936-2010, (Author), Andrew E Benjamin (Writer of added commentary), Madeline Gins (Author)
Print Book 1994
London : Academy Editions, an imprint of Academy Group, Ltd., 1994.
At other libraries worldwide
- 3** **The mechanism of meaning : work in progress (1963-1971, 1978) based on the method of Arakawa**
Authors: Shūsaku Arakawa 1936-2010, (Author), Madeline Gins (Author), Ellen Halteman 1947-, (Editor)
Print Book 1979
New York : Harry N. Abrams, Inc., Publishers, 1979.
At other libraries worldwide
[View eBook](#)

In this example, the library user is interested in the third listing, *The mechanism of meaning : work in progress (1963-1971, 1978) based on the method of Arakawa*. Click on the title link to find out more about the book and/or to request a copy.

In addition to bibliographic info, which users can copy and paste for future reference by clicking the **Cite** button, the detailed view includes subject words and phrases that can aid in future searches.


Back to Search Results

Result 3 of 60


★ Saved Items (0)

3

[Cite](#) [Share](#) [Save](#)

 **The mechanism of meaning : work in progress (1963-1971, 1978) based on the method of [Arakawa](#)**

Authors: [Shūsaku Arakawa 1936-2010](#). (Author), [Madeline Gins](#) (Author), [Ellen Halteman 1947-](#) (Editor)

 **Print Book 1979**
New York : Harry N. Abrams, Inc., Publishers, 1979.

More Author/Title Info: [Arakawa](#) and Madeline H. [Gins](#).

Physical Description: 97 pages : illustrations (some color) ; 26 x 27 cm

Subjects: [Faceted Application of Subject Terminology](#)
[Arakawa, Shūsaku, 1936-2010](#)
[Gins, Madeline](#)
[Aesthetics, Modern](#)
[Themes, motives](#)
[Visual literature](#)
[Exhibition catalogs](#)
[Specimens](#)
[1900-1999](#)
[Library of Congress Subject Headings](#)
[Arakawa, Shūsaku, 1936-2010 Themes, motives](#)
[Gins, Madeline Themes, motives](#)

Access Options

[View eBook](#)

Request from Libraries Worldwide

[Request item](#)

If your title is available as an eBook, you'll see a **View eBook** link which opens a new window, where the user can read the book online. Some databases allow users to download the book, either in full or by individual chapters. **Please note that the VCFA library cannot borrow eBooks from other libraries.**

To continue a search for the print version of a book, scroll down the page to the **Other Availability and Holdings** heading, and click **Other Libraries Worldwide**.

[Artists' books.](#)

Genre: Exhibition catalogs.
Specimens.
Artists' books.
Exhibitions.

Notes (General): An artists' book.
Chiefly reproductions of art works by the authors.
"All accompanying text and photographs were conceived in 1978 exclusively for this publication"--Flap of front cover.
"Editor: Ellen Schwartz"--Back of title page.
"Preface" signed: [Arakawa](#) and M.H. [Gins](#), New York, 1978.
Earlier ed. (c1971) published in German under title: Mechanismus der Bedeutung (Werk im Entstehen: 1963-1971).
"Printed and bound in Japan"--Back of title page.

Additional Physical Form Entry: Online version: [Mechanism of meaning, \(S70650775\)](#), [Arakawa](#), Shūsaku, 1936-

Database: WorldCat

ISBN: 0810906678, 9780810906679, 0810921650, 9780810921658

OCLC Number/Unique Identifier: 5346372

LCCN: 78024664

Publication: New York : Harry N. Abrams, Inc., Publishers, 1979.

Language: English

Staff View (MARC Record): [MARC Record](#)

[Less Item Details](#)

Access Options

[View eBook](#)

Request from Libraries Worldwide

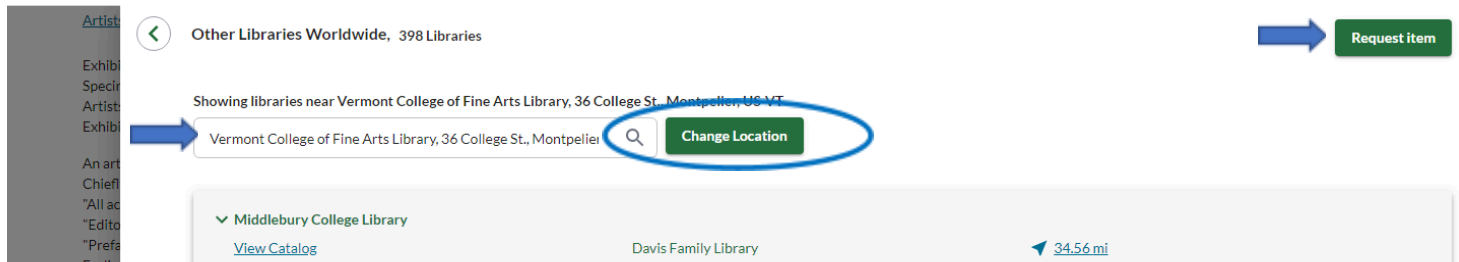
[Request item](#)

Other Availability & Holdings

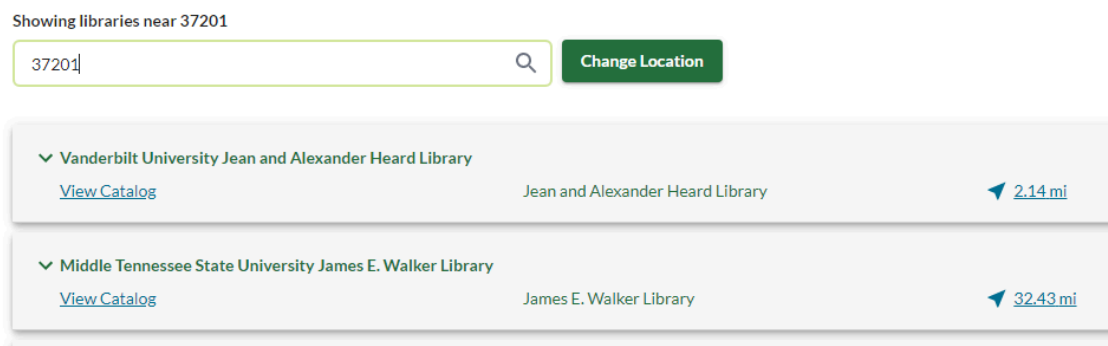
[Other Libraries Worldwide \(398 Libraries\)](#)

A pop-up window will open with the libraries that own the title, listed in order based on their proximity to the VCFA Library.

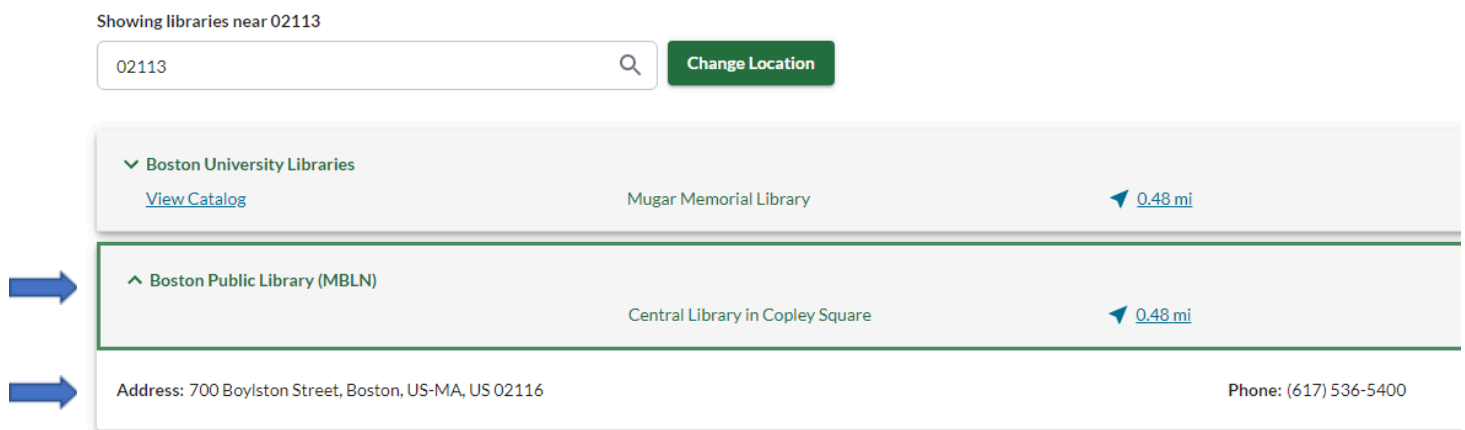
Click on the **Request Item** link to order the item or type your home zip code into the search bar to the left of the **Change Location** button. The former allows you to request the item from VCFA; the latter allows you to search for a copy locally. If you have an account with a local public or academic library, you may have access to these items more quickly than through the VCFA catalog request system.



As indicated below, a library user in Nashville (37201) will see that no *public* libraries near them own this title, and they should request the item through the catalog by clicking the Request Item button.



However, a library user in Boston (02113) *does* have the option of checking the book out from their local public library, and can even find the library's address and phone number simply by clicking on the desired listing:



To request a physical copy of an item through the catalog, you must fill out the request form. Notice that the **Book** tab is active in the example below:

Create Request: ARTICLE **BOOK** OTHER

You may have 10 active interlibrary loan requests. You will be unable to submit more requests upon reaching this limit.

* Required field

About my item

Title: *
The mechanism of meaning : work in progress (1963-1971, 1978) based on the method of Arakawa 92/500

Author: *
Shūsaku Arakawa 16/500

Publisher:
Harry N. Abrams Inc. Publishers

Place of Publication:
New York

Date:
1979

ISBN:
9780810906679

OCLC#:
5346372

Title of chapter:
0/500

About my request

ILL Type: *
LOAN

Nedeed before (yyyymmdd):
mm/dd/yyyy

Comments:
0/500

Pickup Location:
Ship to me

My address and contact information

First Name: *
VCFA

Last Name: *
Student

firstname.lastname *
vcfa.student

E-mail Address: *
vcfa.student@vcfa.edu

Mobile Phone:

Please enter your preferred delivery address.

Address 1: *
Street

Address 2:

City: *
City

Country: *
United States

State/Province:
Select State/Province:

Postal Code:

SUBMIT REQUEST CANCEL

The form will autofill with the bibliographic information for your item. It may also autofill your name, user ID, and email address; enter that information if it is not already in the form. When requesting books and other library

materials, you can specify a **Needed Before** date (please follow up with an email to library staff if you need an item quickly) and a pickup location (either **Ship to me** or **VCFA Library** if you live nearby). You'll also need to enter the address to which you'd like the item mailed. Once all required fields have been filled out, click the **Submit Request** button.

The form for an article or other copy request is only slightly different. The list below is a record of the articles written by authors Gins and Arakawa. Notice that the search parameters on the left side of screen have been modified to only include Articles and Chapters written in English:

The screenshot displays a library search interface. At the top, there are filter buttons for "English" and "Article, Chapter". Below these, a sidebar on the left contains various filter categories: "Retain Filters" (with a "Clear Filters" link), "Sort: Best Match", "Group This Search" (with a "Group Related Editions" toggle), "Refine This Search" (with an "Expand Search with Related Terms" toggle), "Held By Library" (with checkboxes for "Libraries Worldwide" and "Vermont College of Fine Arts Library"), "Format" (with a link to "All Book (63)" and a list of format options: "Book (63)", "Print Book (55)", "eBook (8)", "Article, Chapter (5)", "Article (4)", "Chapter (1)", "Computer File (2)", "Video (2)", "Audiobook (1)", and "Audiobook on CD (1)"), and "Content Type" (with checkboxes for "Full Text", "Open Access", and "Peer Reviewed (1)"). A blue arrow points to the "Article, Chapter" filter button. Another blue arrow points to the "Article, Chapter (5)" filter option. The main search results area shows "5 results in Libraries Worldwide". The first result is "On Authenticity and Meaning" by Arakawa Gins, Madeline Gins, Susan Bee, Robert Berling, Jake Berthot, Maureen Connor, Rackstraw Downes, David Humphrey, Medrie MacPhee, Elizabeth Murray, Yvonne Rainer, Miriam Schapiro, Ann Schoenfeld, Pat Steir, Robert Storr, and Lawrence Weiner. The second result is "GIFU - Reversible Destiny" by Arakawa, Gins. The third result is "Architecture as Hypothesis" by M. Gins, Arakawa. A blue circle highlights the title "Architecture as Hypothesis". Each result card includes a "Staff ILL" button and a "Cite" button. The "Architecture as Hypothesis" result also has a "Share" button and a "Save" button.

The student is interested in the third article, *Architecture as Hypothesis*. Click on the title of the article to open the **Request Item** form.

Request from Libraries Worldwide

[Request item](#)

As seen on the request form below, in the book version, this form will autofill with the bibliographic information for your item. It should also autofill your name, user ID, and email address. No home address or shipping preference is necessary since articles and chapters are delivered via email. Once all required fields have been filled out, click the **Submit Request** button.

Create Request:

ARTICLE

BOOK

OTHER

You may have 10 active interlibrary loan requests. You will be unable to submit more requests upon reaching this limit.

* Required field

About my item

Journal Title: *

VOLUME

6/500

Date: *

2006

Volume:

10

Page Numbers: *

146-151

26/500

Title of article or chapter: *

Architecture as Hypothesis

Author of article:

M Gins

6/500

ISSN:

1574-9401

About my request

Service Type: *

COPY

Comments:

0/500

Needed before (yyyymmdd): *

mm/dd/yyyy

My address and contact information

First Name:

VCFA

Last Name: *

Student

firstname.lastname: *

vcfa.student

E-mail Address: *

vcfa.student@vcfa.edu




Mobile Phone:

SUBMIT REQUEST

CANCEL

Audiobooks, DVDs and VHS tapes, Music CDs/EPs/LPs/Cassettes, Musical scores and all other physical materials that are not books or periodicals will appear as **Other** on the request form but the request fields (mailing address, shipping preference) will be the same as on a book request form.

Upon submission of an item request, you will be taken to the **Requests** tab in your library account page, which will show the status of each request. In this case the record shows three requests: a book recently requested and awaiting approval from a lender (1); a musical score that the user didn't need and canceled (2); and a book requested on July 14, which arrived and has been checked out to the library patron (3).

CHECKOUTS (1) REQUESTS FEES (\$0.00) SAVED SEARCHES (0) PROFILE				
Title		Submitted Date		Status
<input type="checkbox"/> Select All CANCEL REQUESTS				CREATE REQUEST
1	<input type="checkbox"/>  <p>The mechanism of meaning Shūsaku Arakawa; Madeline Gins New York : Abbeville Press, 1988 <i>Book</i></p>	08/07/2021 Request Details: 209180883		Submitted REQUEST AGAIN
2	<input type="checkbox"/>  <p>From the choirgirl hotel Tori Amos New York : Amsco Publications :, 1998 <i>Musical score</i></p>	08/07/2021 Request Details: 209180855		Canceled REQUEST AGAIN
3	<input type="checkbox"/>  <p>Yolk Choi, Mary H. K. New York : Simon & Schuster Books for Young Readers, [2021] <i>Book</i></p>	07/14/2021 Request Details: 208850290		Due 09/01/2021 REQUEST AGAIN

The status of each request is updated as it progresses from **Submitted** to **In Transit**. If a user realizes that a request was made in error, they have the option to cancel the request. However, the option to cancel requests disappears once a library staff member submits the request to potential lenders. Once an item is received, the due date will appear in the **Status** column.

You can easily keep track of your requests any time you're logged in to the catalog by clicking the **My Account** drop down link located in the upper-right of the page. A list of options appears, including links to your current checkouts and requests:

- My Account ^
- My Account
 - [Checkouts](#)
 - [Requests](#)
 - [Fees](#)
 - [Saved Items](#)
 - [Saved Lists](#)
 - [Saved Searches](#)

Returning items

When you are ready to return any loaned items to the VCFA library, whether they are owned by VCFA or borrowed from another institution, simply email the VCFA Library staff at vcfalibrary@vcfa.edu to request a prepaid USPS return shipping label. Just let us know which items you'll be returning and we'll email you your label. Your shipment will be tracked until it reaches VCFA.

A few tips to keep in mind:

- eBooks usually can not be requested through the catalog. If VCFA doesn't own a copy, check the "Editions and Formats" link for print editions, or login to VCFA's [OverDrive](#) platform to search for an eBook. You may also reach out to the library staff for assistance.
- Every request must be completed individually.
- Library patrons are allowed to check out up to ten ILL items at any one time; there is no limit to the number of VCFA-owned items. If you need more than ten, keep a list of your desired titles in your library account. Once you return an ILL item to us, you can request another.

Questions? Need more Help?

Email the library staff at vcfalibrary@vcfa.edu or call: 802-828-8512