

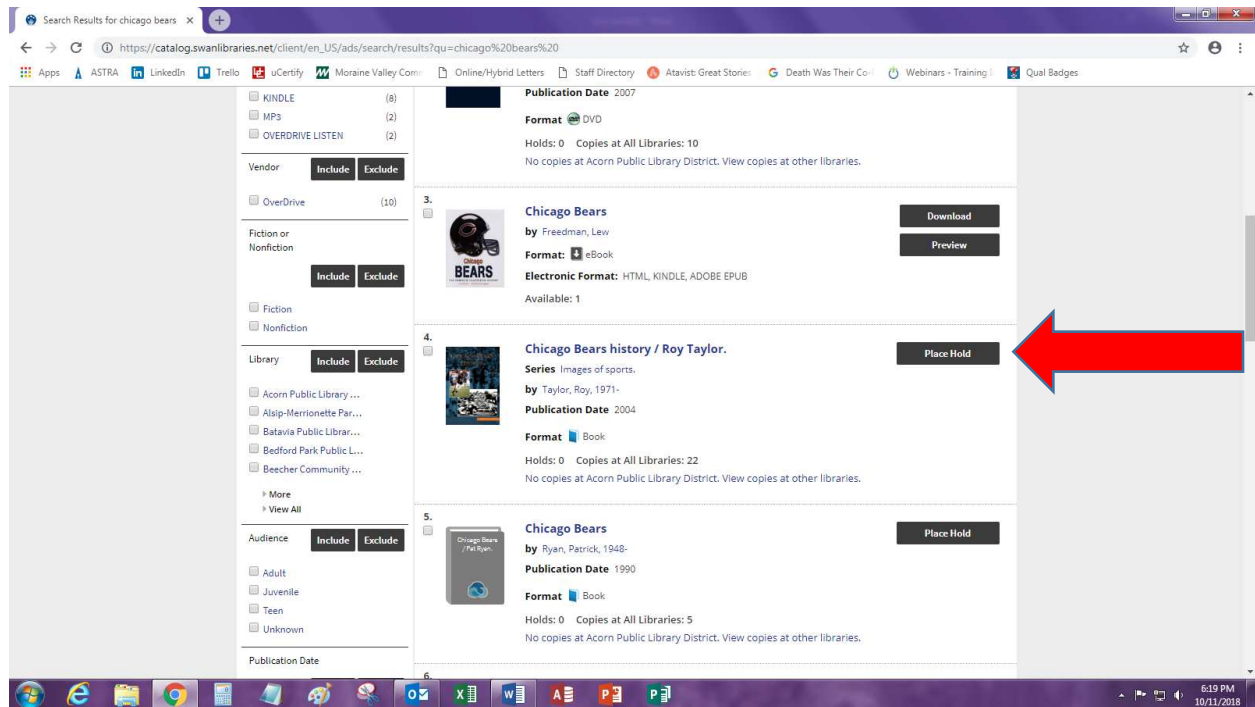
How to Request an Item in the Library Catalog

Acorn Public Library

Catalog Tutorial Series

In the library catalog, it's possible to request an item from a different library. When you do that, the library that has the item will mail it over to Acorn Public Library, where you can pick it up.

This can be done by following a few steps.



In this example, I did a simple search for “Chicago Bears.” I’m going to use the fourth item in the list, a book called “Chicago Bears History” for the example. Though copies of this particular book is owned by some different libraries in the area, Acorn Public Library does not have a copy. To the right of the item’s record is a brown box that says, “Place Hold.” Left click on it.

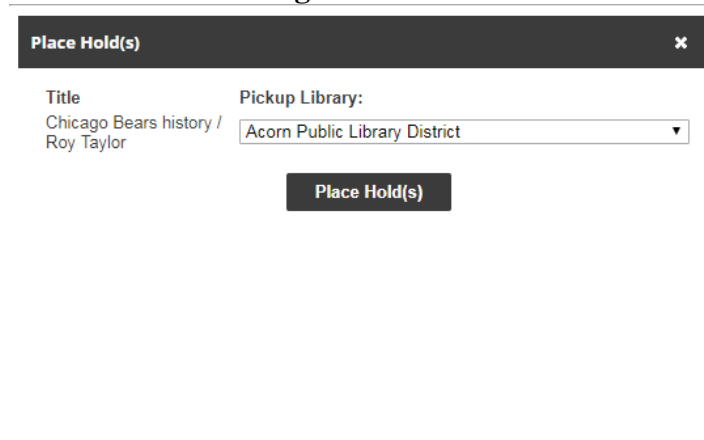
How to Request an Item in the Library Catalog Acorn Public Library Catalog Tutorial Series

A screenshot of a web browser window showing the login page for the Acorn Public Library District. The page has a dark header bar with a close button (X) in the top right corner. Below the header, the library's logo is displayed in green text: "ACORN PUBLIC LIBRARY DISTRICT" with the tagline "...grow with us!" underneath. The main content area contains two input fields: "Library Card Number:" and "Enter Your PIN:". Below these fields, there is a link that says "Forgot my PIN" with a small red circular icon to its left. To the right of the input fields is a dark "Log In" button. A vertical scrollbar is visible on the right side of the page.

Immediately, this box will pop up on your screen, asking you to log in. You must type in your library card number and your pin (password). You must log in to your patron account in order to request an item. When all the information is entered, left click on “Log In” at the bottom.

If your pin (password) won’t work, you can left click on “Forgot my PIN.” When you do that, it will ask you to type in your library card number. Follow the steps to reset your pin. If you’ve tried this and still cannot log in to your patron account, you may have to call up the library for extra assistance.

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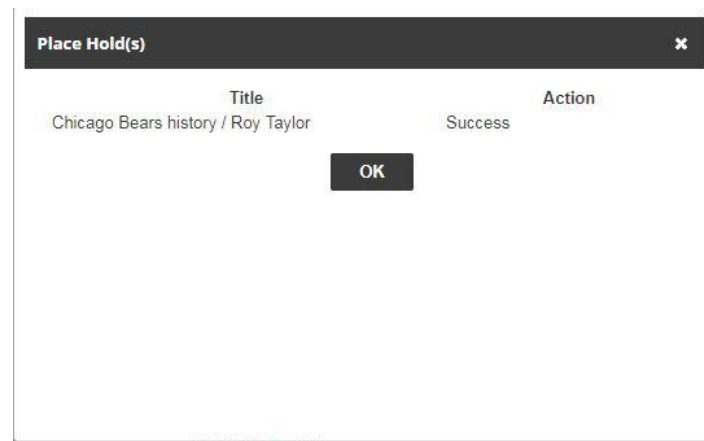
Place Hold(s) ✕

Title	Pickup Library:
Chicago Bears history / Roy Taylor	Acorn Public Library District ▼

Place Hold(s)

After you successfully log in, this box will pop up on your screen. It is asking you to select a library, so the system knows where your item should be mailed to. If you click on “Acorn Public Library District,” a long list of libraries will appear. The list is alphabetical. You can select any library on this list, and your item will be mailed there so you can pick it up there. It’s your choice.

It just so happens that as the library list is alphabetical, and “Acorn Public Library District” is first on that list, Acorn is already selected. So, if you’d like your item mailed over to Acorn, just left click on “Place Hold(s)” at the bottom.



Place Hold(s) ✕

Title	Action
Chicago Bears history / Roy Taylor	Success

OK

Immediately after, this confirmation box will appear, saying that the request was a success. Left click on “Ok” to make the box go away.