

## HOW TO REQUEST AN ITEM ONLINE

*If you are requesting an item from home begin at step 1. If you are requesting an item in the library begin at step 3.*

1. Go to the Jericho Public Library website ([www.jericholibrary.org](http://www.jericholibrary.org))
2. Click on the **Catalog** link on the left side navigation bar
3. When the record of the item you wish to request is up on the screen, click the **Request**



button (located on the top of the screen)

4. Type in the following information:
  - Your name
  - Your barcode - omit spaces (located on the back of your library card)
  - Your PIN number (any four digit number you will remember; you can use the last four digits of your phone number to make this simple)
  - If this is the first time you are entering a PIN number, you may be asked to type in the number several times for verification purposes
5. You do not need to fill out the section "Cancel if not filled by..."



6. Click on the **Submit** button

7. You may be asked to choose the library from which you want the material (any library is fine)
8. Scroll down to the bottom of the page and click "**Request Selected Item**"

REQUEST SELECTED ITEM

9. If you would like to confirm that the request went through:



- Click on the **New Search** button (located on the top of the screen)
- Click on **My Account**
- Type in your name, barcode, and PIN number and click Submit
- Click on the link [Requests \(holds\) outstanding](#)

- Once you have confirmed the request, you need to **LOGOUT**



10. We will notify you by phone when your item arrives at the library
11. If you need help, always ask a librarian or call the Reference Desk at (516) 935-6790... that's why we're here

**Note:** If you plan to request more than one item, click on **My Account** and follow step 4, and then click on the **New Search** box. Remember to logout when you are finished placing your requests.