

UPPER MORELAND FREE PUBLIC LIBRARY

Quick-Start Guide for PLACING HOLDS

To access the online catalog go to the Library's website www.uppermorelandlibrary.org. Once on the Library's homepage, Click the **Library Catalog and Patron Accounts** button to search for items and to place holds.



STEP 1: On the Search tab enter the title, author, or combination of keywords to find the item you are looking for. (See a librarian for detailed instructions on searching.)

Keyword search for:

Search by: Any Field Limit by: All formats

Sort by: Relevance Using: MCLINC System (SQL-APPServer)

[Select Databases](#) | [Open Search Options](#)

STEP 2: When you complete a search in the catalog each result has a Place Request option. (The System Availability information indicates how many copies of this particular book are available in all of MCLINC. For best results choose an item with multiple copies available.) Click on the **Place Request** button to request.

10. **The kite runner** by Hosseini, Khaled. [Add to My List](#)

2004

... The kite runner / Khaled Hosseini. ...

Publisher, Date: New York : Riverhead Books, 2004, c2003.

Description: x, 371 p. ; 21 cm.

Local Availability 0 (of 0) System Availability 30 (of 59)

[Availability](#) [Full Display](#) [Place Request](#)

STEP 3: You will need to enter your library card number and the password associated with your account. (If you do not know or remember your password, you can reset your password at the reference or circulation desks.) Click on the **Log In** button.

Please enter your barcode number and password

Placing a request will log you in to the system. Don't forget to log out.

Barcode Number: 21594XXXXXXXXXX

Password: ●●●●●●●●

STEP 4: Choose your Pickup library. If you do not select a library your items will be sent to the library where your card is registered. If you do not want the request to take place immediately you can change the Activation Date from the present day to a day in the future. Click on **Submit Request**.

Placing a request will log you in to the system. Don't forget to log out.

Barcode Number: 21594000286933

Password: ●●●●●●●●

Pickup Library: Patron's Library

Activation Date: 6/24/2009 (ex: mm/dd/yy)

STEP 5: If there are other holds on the title you request you will see a indicating the number of requests. You may choose to **Continue** or **Cancel** your request. If there are no holds, or if you choose to **Continue**, you will get a confirmation that you request has been placed.

Your request has been placed.

STEP 6: Click on **Return to search results**. At this point you can either place additional requests or **Log Out** of your session. (It is important that you **Log Out** of your session to keep your personal account information private.) Click **Log Out** at the upper left corner of the catalog window to end your session.

Welcome, **DORIAN GRAY** | [Log Out](#)

MCLINC...the only connection you need!

Upper

Montgomery County Library & Information Network Consortium

[Library Info](#) [Sea](#)

[Keyword](#) [Browse](#) [Phrase](#) [Advanced](#) [Boolean](#) [Dictionary](#)

If you do not find the item you are looking for in MCLINC you may submit an Inter-library loan request by filling in a form at the library, or via telephone.

The reference desk staff is always happy to provide help, either in person or by phone, if you require assistance or additional information about placing holds.

 **Upper Moreland Free Public Library**
109 Park Avenue ~ Willow Grove, PA 19090
215-659-0741 ~ www.uppermorelandlibrary.org