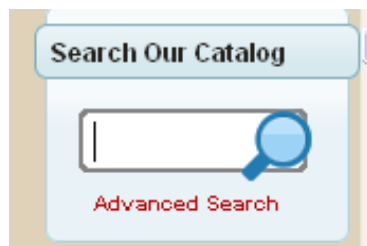


UPPER MORELAND FREE PUBLIC LIBRARY

Quick-Start Guide for PLACING HOLDS

Go to the Library's website www.uppermorelandlibrary.org.

STEP 1: You may enter your title, author, or keywords in the “Search Our Catalog” tool on the right-hand side of the website, or click the **Advanced Search** link for more search options. If you choose **Advanced Search** enter the title, author, or combination of keywords to find the item you are looking for. (See a librarian for detailed instructions on searching.)



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.



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:

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: 21594000286033

Password: *****

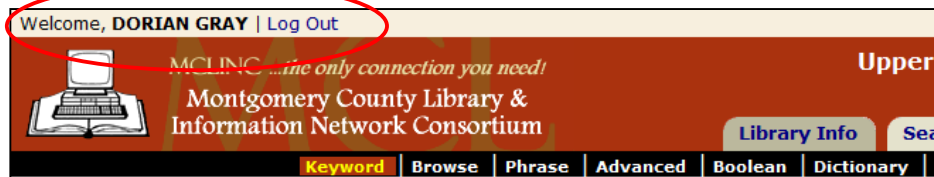
Pickup Library:

Activation Date (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.

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.

Your request has been placed.



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