

Request a Kwantlen Book

View the following page for instructions on how to request a Library book online using the Coast Capital Savings Library Catalogue.

- Search the **Library Catalogue** for the book you want (see the library help sheet **Finding Material**).
- Click on the **Place Hold** button or **Place Hold** link beside the book you want to request.

Place Hold

Title: The orange fish / Carol Shields.

Author: Shields, Carol, 1935-2003.

User ID:

or **Student/Employee Number:**

PIN:

Pickup at:

Expiration date:

Suspension start date:

Suspension end date:

Place Hold **Reset Query Values**

- ▲ **5.** Click on the **Place Hold** button to submit your request.

The next screen shows confirmation that your request has been placed. ▼

Hold(s) Placed

Joe Student

User ID:

Student/Employee Number:

The orange fish
Shields, Carol, 1935-2003.

Pickup at: Surrey Campus Library

Expiration date: 30/11/2010

A notice will be emailed to you when your hold is ready for pick up.

OK ◀ Click on **OK**

- ◀ **1.** Type in all **14 digits** of your Smart Card barcode, (no spaces) **OR**
- ◀ type in your student number.
- ◀ **2.** Enter your **PIN** number. (For **PIN** information click on the **My Library Account** button.)
- ◀ **3.** Click on the drop-down arrow to select the campus at which you want to pick up the book.
- ◀ **4.** Expiration date - include a date when the item is no longer needed. **(Optional)**
- ◀ **Suspension start/end date - include a date that will suspend your hold from becoming available during this time period. (Optional)**
- ◀ **How does the Suspension start/end date work?**
 - If a hold becomes available during your suspension dates, and there are others with holds for the same item, you will be bypassed and the item will go to the next person on the list. You will remain at the top of the hold queue and will get the next opportunity.
 - If there is no one else waiting for the item, and you have set a suspension date the item will not be pulled for you until the end date of the suspension has been reached.

Check **My Library Account** to see when your request is ready for pick up. We will also notify you via **myKwantlen** email when the book(s) you have requested are ready for pickup.

If you wish to **cancel a hold**, refer to the instructions in **My Library Account** help sheet.