

## What is a Hold or Request?

A hold or request is when Pottstown Regional Public Library (PRPL) does not currently have a book or DVD in stock that you would like to read or see. You can request it from any of the libraries in Montgomery County Library Information Network Consortium (MCLINC). When the item is either returned to PRPL or sent from another library, if you are next in the queue, we will hold it for four (4) days from notifying you.



## What do you Need to Hold or Request a Book or DVD?

A library card from the MCLINC library system  
A computer or a smartphone with a web browser  
Your password or pin number



## How do I Place a Hold or Request?

Go to: [www.PottstownRegionalPublicLibrary.org](http://www.PottstownRegionalPublicLibrary.org)  
Click: Catalog  
Click: Your Account  
Enter your library card number and password  
Click: Search  
Select One: Keyword Browse  
Phrase Advance  
Boolean  
Enter: Requested Information  
Click: Place a Request or One Click  
If you chose "Place a Request," make sure the Pickup Library is:  
*Pottstown Regional Public Library*  
Activation Date:  
This will automatically be set for today, you may change it to a future date if you like.  
Click: Submit Request

## What if I Want a Specific Volume?

Complete the first (1st) five (5) steps above  
Click: Place Request  
You can not use "One Click Request"  
Click: Click Here To See Items From All Branches  
Select which volume you want.  
Click: Submit Request

## Now What?

Click: Go to Your List of Hold Requests  
This will show all your holds, what "Hold Position" you are, and the status of the request - Searching for Item, On Wait List, Item is En Route, Ready For Pick-up, Inactive, or Cancelled.

## During Curbside Pick-up:

When your hold or request is received by Pottstown Regional Public Library we will notify you by either a phone call or an e-mail. You have seven (7) days to pick-up your hold or request from the day of notification.

## How Do I Cancel a Hold or Request?

Go to: [www.PottstownRegionalPublicLibrary.org](http://www.PottstownRegionalPublicLibrary.org)  
Click: Catalog  
Click: Your Account  
Enter your library card number and password  
Click: Request  
Click: The box in front of the item you want canceled  
Click: The box stating: "Cancel Selected"  
Click: Submit



*"There is more treasure in books than in all the pirate's loot on Treasure Island." -Walt Disney*

*"Be awesome! Be a book nut!" Dr. Seuss*

*"Books are the training weights of the mind." -Epictetus*

## Definitions

**Active** - a hold/request that is currently being wanted

**Canceled** - the item was removed from the request list

**Full Display** - the complete information regarding the item you are requesting including where the item is currently available

**Inactive** - library staff will search for this item on the date requested and the request will remain "inactive" until that date

**Item is En-Route** - the item has been shipped from another library

**On Waiting List** - there are other people ahead of you on the request list

**One Click** - a request submitted to pick-up your hold/request at your home library and becomes active the day it is requested

**Queue (Hold Position)** - your number in the waiting list

**Ready for Pickup** - the item is waiting for you at the pickup library

**Searching for Item** - the item has been added to the library report to be pulled from the shelf

**Where Is It?** - tells which libraries has the item and if it is currently available



## Library Hours

Monday	10am—8pm
Tuesday	10am—8pm
Wednesday	10am—8pm
Thursday	10am—6pm
Friday	10am—6pm
Saturday	9am—4pm

## Our Library at a Glance

### Books

Audio	Biographies
Children's	Fiction
Large Print	Magazines
Newspapers	Non-Fiction
Young Adult	

### DVDs

Exercise DVDs	Movies
Documentary DVDs	TV Shows

### Electronic

eBooks	eMagazines
Music	Movies

### On-line Services

Ask Here PA  
Ancestry.com (in library only)  
Hoopla  
Learning Express  
Links to:  
Community and Consumer Services  
Education—Local Schools and Test Prep  
Government—Local, State, Federal  
Mango Language Learning  
OverDrive eBooks  
One Click Digital  
Power Library  
Reference USA  
Tumblebooks for Kids

### Other Services

Adult Programs	Children's Programs
Computers	Copy Machine
Faxing	Interlibrary Loans
Meeting Space	Notary
Passports	Printing
Scanning	WiFi

And so much more!

# How to Place a Hold or Request From Your Computer or Smartphone For a Book, DVD, or CD



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[www.PottstownRegionalPublicLibrary.org](http://www.PottstownRegionalPublicLibrary.org)

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