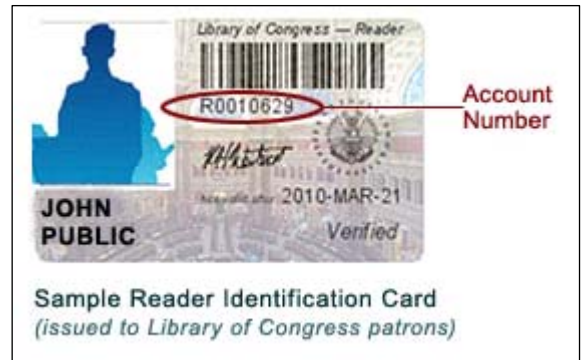


# Requesting Materials in the LC Online Catalog (catalog.loc.gov)

Library of Congress registered readers may request materials from the Library's general collections via the LC Online Catalog (catalog.loc.gov) using their individual "account numbers." Materials will be retrieved for use only in the Library's *Main, Local History and Genealogy, European, Hispanic and Science and Business* reading rooms. In order to use the service, readers must obtain a new *Reader Identification Card* issued on *April 15, 2009*, or later. In addition, readers will need to obtain a "temporary password" for use during their first logon – this password is available from the Center Desk in either the *Main* or *Science and Business* reading rooms.



## Topic 1 – Requesting Materials

Materials may only be requested while viewing an individual catalog record with a **Request in:** value of *Jefferson* or *Adams Building Reading Rooms*. Requests may only be submitted one item at a time.

**Homes and gardens in old Virginia / edited by Susanne Williams Massie,...**

Relevance: ●●●●

LC Control No.: 30013228

LCCN Permalink: <http://lccn.loc.gov/30013228>

Type of Material: Book (Print, Microform, Electronic, etc.)

Main Title: Homes and gardens in old Virginia / edited by Susanne Williams Massie, Frances Archer Christian.

Published/Created: Richmond, Va. : J.W. Fergusson, 1930.

Description: xvi, 211, [6] p. : ill., port. ; 24 cm.

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**CALL NUMBER:** [SB466.U7 G33](#)  
Copy 1  
-- Request in: Jefferson or Adams Building Reading Rooms

1. While viewing a catalog record (example above), select **Request an Item** from the top button bar.



2. Enter your **Last Name**, **Account Number** and **Password** (*please note:* at first logon, you will use the "temporary" password given to you. See *Topic 4* for instructions on setting up a personal password of your own choosing). Select the **LOGON** button to continue.

Last Name:

Account Number:

Password:

[Need a Password?](#) - [Forgot your Password?](#)

Sample Reader Identification Card  
(issued to Library of Congress patrons)

**If you are a Reading Room Basic Patron, please follow the procedures in step 3a. If you are a special researcher, please follow the procedures in step 3b.**

**3a. Reading Room Basic Patron** - On the **Request Form**, enter any *Additional Information* (in the box provided), select a **Delivery Location** as appropriate. Please note that certain fields are “required” (marked with a red asterisk) – you will need to select the radio button next to the reading room where you want to have your materials delivered. If you are in a reading room, you may add a desk number in the **Additional Information** box although this information is **not required**. If you are not in a reading room and are requesting materials **do not** enter a desk number. Materials without desk numbers will be held for you for 48 hours at the Book Service desk.

***Homes and gardens in old Virginia / edited by Susanne Williams Massie, Frances Archer Christian.***

**Copy/Volume Information**

All requests submitted one hour before the Library's closing time, will be delivered the next day.

Jefferson or Adams Building Reading Rooms (SB466.U7 G33)

**Additional Information:**

**Delivery Information**

\*Indicates required field

**Select Delivery Location: \***

- Hispanic Reading Room (LJ 240)
- LH&G Reading Room (LJ G42) - Reader
- Main Reading Room (LJ 100) - Reader
- European Reading Room (LJ 249)
- Science & Business Reading Room (Center Room LA 508) - Reader

**Delivery Option:**

Reading Room Desk

**Enter Desk #: \***

**3b. Special Researcher** - On the **Request Form**, enter any *Additional Information* (in the box provided) and select a **Delivery Location** as appropriate. Please note that certain fields are “required” (marked with a red asterisk)

You will need to select the radio button next to the **Delivery Location** where you want to have your materials delivered. You may have the materials delivered directly to your **study desk** and the form will automatically populate with your account number. Alternatively, you may select a reading room as the **Delivery Location** and under **Delivery Option** select Reading Room Desk and enter a desk number.

## Request Form

*Homes and gardens in old Virginia / edited by Susanne Williams Massie, Frances Archer Christian.*

### Copy/Volume Information

- Jefferson or Adams Building Reading Rooms (SB466.U7 G33)

#### Additional Information:

### Delivery Information

**\*Indicates required field**

#### Select Delivery Location: \*

- Hispanic Reading Room (LJ 240) - Reader  
 LH&G Reading Room (LJ G42) - Reader  
 Main Reading Room (LJ 100) - Reader  
 European Reading Room (LJ 249) - Reader  
 Science & Business Reading Room (Center Room LA 508) - Reader

- Study Desks DJ120A60

#### Delivery Option:

- Reading Room Desk

4. Before you send your request, you may indicate whether you would like to receive email notifications regarding the status of your request. Confirm that your email address is correct, and select **Yes** or **No** as appropriate. Select the **SEND REQUEST** button to complete the process. *Please Note:* if you provided an email address during the reader registration process, that “default” email address will appear in **Email Information**. If you wish to receive notifications at a different email address, you can change it at this point. The new email address will be used only for that request – the next request you issue will be reset to the “default” email address on file.

### Email Information

#### Receive status updates via Email:

- Yes  No

#### Email Address:

public@gmail.com

**SEND REQUEST**

**RESET FORM**

**CANCEL**

5. You will receive the message below if your request was successful.

**Your request was successful**

[◀ Back to Viewing Records](#)

## Topic 2 – Requesting Materials STORED OFFSITE

Materials marked with the legend “STORED OFFSITE” will be delivered the next business day.

**Request Form**

*Fifth horseman / by Robert W. Chambers.*

**Copy/Volume Information**

Materials STORED OFFSITE will be delivered tomorrow.

Jefferson or Adams Building Reading Rooms - STORED OFFSITE (PZ3.C355 Fe FT MEADE)

**Additional Information:**

**If you are a Reading Room Basic Patron, please follow the procedures in step 1a. If you are a special researcher, please follow the procedures in step 1b.**

**1a. Reading Room Basic Patron** - When selecting an item marked as “STORED OFFSITE,” you should enter **hold at Book Service desk** in the **Additional Information:** box (example below). **You should not enter a desk number** even if you are in a reading room because this desk may not be available the next day. You should select the delivery location for the Book Service desk where you will pick up your materials.

**Request Form**

*Fifth horseman / by Robert W. Chambers.*

**Copy/Volume Information**

Materials STORED OFFSITE will be delivered tomorrow.

Jefferson or Adams Building Reading Rooms - STORED OFFSITE (PZ3.C355 Fe FT MEADE)

**Additional Information:**

Hold at book service desk

**Delivery Information**

**\*Indicates required field**

**Select Delivery Location: \***

- Science & Business Reading Room (Center Room LA 508) - Reader
- LH&G Reading Room (LJ G42) - Reader
- Main Reading Room (LJ 100) - Reader
- European Reading Room (LJ 249) - Reader
- Hispanic Reading Room (LJ 240) - Reader

**Delivery Option:**

Reading Room Desk

**1b. Special Researcher** - When selecting an item marked as "STORED OFFSITE," you may select the radio button next to study desk that has been populated with your account number. Alternatively, if you want to have the materials sent to a reading room location, **you should not enter a Reading Room Desk number** because it might not be available the next day. You can add "hold at book service desk" in the **Additional Information** area.

## Request Form

*Fifth horseman / by Robert W. Chambers.*

### Copy/Volume Information

Materials STORED OFFSITE will be delivered tomorrow.

Jefferson or Adams Building Reading Rooms - STORED OFFSITE (PZ3.C355 Fe FT MEADE)

#### Additional Information:

### Delivery Information

\*Indicates required field

Select Delivery Location: \*

- Science & Business Reading Room (Center Room LA 508) - Reader
- LH&G Reading Room (LJ G42) - Reader
- Main Reading Room (LJ 100) - Reader
- European Reading Room (LJ 249) - Reader
- Hispanic Reading Room (LJ 240) - Reader

Study Desks DJ120A60

#### Delivery Option:

Reading Room Desk

2. Before sending your request, you may indicate whether you would like to receive status updates via email. Confirm that your email address is correct, and select **Yes** or **No** as appropriate (see information on changing your email notification address for an individual request in the previous section of this handout). Select the **SEND REQUEST** button to continue.

### Email Information

Receive status updates via Email:

Yes  No

Email Address:

public@gmail.com

SEND REQUEST

RESET FORM

CANCEL

3. After selecting the **SEND REQUEST** button, you will receive a screen which will ask you to confirm that you are aware that your requested materials will be delivered tomorrow. Select the **CONFIRM REQUEST** button to complete the process.

**Materials STORED OFFSITE will be delivered tomorrow.**

To continue with this request, select the CONFIRM REQUEST button below. Otherwise, select CANCEL and continue searching for materials.


**CONFIRM REQUEST**
**CANCEL**

### Topic 3 – Account Information

In addition to receiving status updates by email (if you selected this option when submitting a request), it is also possible to check the status of your request(s) online using the **Account Information** screen.

1. To access **Account Information**, select the **Account Info** button from the top button bar. You will then be prompted to logon using your *Last Name*, *Account Number* and *Password*. Note: if you have previously logged onto the system, you may only be prompted for your *Account Number*.



2. The Account Information screen will display a table of all your **Requested Materials** along with their current **Status**. The initial **Status** for all requests is *Pending*. When a request has been successfully filled, the **Status** will change to *Item located and in transit* (other “status” conditions describe unfilled requests, delays or substitutions).

**Requested Materials**

Click on any column header to re-sort.

#	Title	Author	Call Number	Vol/Year/Date	Delivery Location	Date Processed	Status
1	Leonardo's universe : the Renaissance world of Leonardo da Vinci / Bulent Atalay and Keith Wamsley.	Atalay, Bulent.	N6923.L33 A885 2008		Adams Charge Station (LA 5244)	06/01/2009 3:32 PM	Pending
2	Leonardo da Vinci. Pictures by Raymond Renard. Adapted by Jean Shirley from the original text.	Shirley, Jean.	ND623.L5 S493		Adams Charge Station (LA 5244)	05/28/2009 9:03 PM	Item not on shelf: unavailable due to construction
3	Leonardo's universe : the Renaissance world of Leonardo da Vinci / Bulent Atalay and Keith Wamsley.	Atalay, Bulent.	N6923.L33 A885 2008		Adams Charge Station (LA 5244) - Staff	05/28/2009 12:02 PM	Item located and in transit

**Charged Materials**

No charged materials

To re-sort the columns of the table by *Title*, *Author*, *Date Processed*, etc. you may click the corresponding link in the column header.

## Topic 4 – Password Use and Maintenance

The first time you logon, you will use a “temporary” password issued to you by Library of Congress staff at the Center Desk in either the *Main* or the *Science and Business* reading rooms. After you logon using the “temporary” password, you will be taken to the **Change Password** screen in order to create a new password of your own choosing. Please call the Accounts Unit of the Collections Access, Loan and Management Division at: 202-707-5441 if you have a problem with your password.

1. Password Rules – new passwords must be 5-12 characters in length and may contain any combination of letters and numbers.

### Change Password

Passwords must be 5-12 characters in length and may contain any combination of letters (upper and lowercase) and numbers - no special characters are allowed.

Current Password:

New Password:

Confirm Password:



Sample Reader Identification Card  
(issued to Library of Congress patrons)

2. Change Password – It is also possible to change your password from the Account Information screen by selecting the **Password Change** link.

### Patron Information

Name: Public, John

[Password Change](#)

3. Forgotten Password – It is possible to retrieve a forgotten password by selecting the link “Forgot your Password?” found on any account logon screen (example shown below).

Last Name:

Account Number:

Password:

[Need a Password?](#) [Forgot your Password?](#)



Sample Reader Identification Card  
(issued to Library of Congress patrons)

After selecting the link, you will be asked to enter your *Last Name:* and *Account Number:* then select the **SEND PASSWORD** button. Your current password will be emailed to the address currently on file.

Last Name:

Account Number: