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*, 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.

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

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.

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). If you have already logged on or have previously requested materials online, you will only be prompted to enter your account number at this point. Select the **LOGON** button to continue.
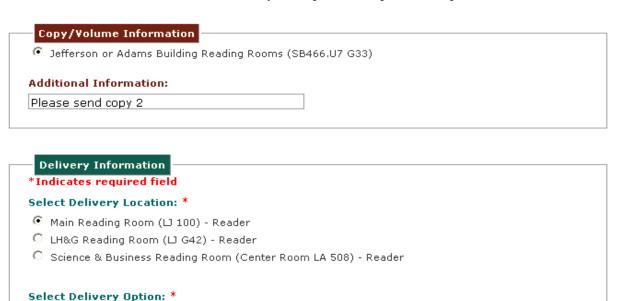
Last Name: Public
Account Number: ●●●●●●●●
Password: ●●●●●●●●

LOGON   CLEAR

Need a Password? - Forgot your Password?

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

3. On the **Request Form**, enter any *Additional Information* (in the box provided), select a **Delivery Location** as well as a **Delivery Option** as appropriate. Please note that certain fields are "required" (marked with a red asterisk) – you will need to enter information in them as suitable to your request (example of a "request form" shown below).

Copy/Volume Information

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

Additional Information:

Please send copy 2

Delivery Information

*Indicates required field

Select Delivery Location: *

◉ Main Reading Room (LJ 100) - Reader
○ LH&G Reading Room (LJ G42) - Reader
○ Science & Business Reading Room (Center Room LA 508) - Reader

Select Delivery Option: *

○ Reading Room Desk
○ Study Desk
○ Study Shelf
○ Hold for today
◉ Hold for tomorrow

Desk/Shelf # or Last Name (for holds): *

Public

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
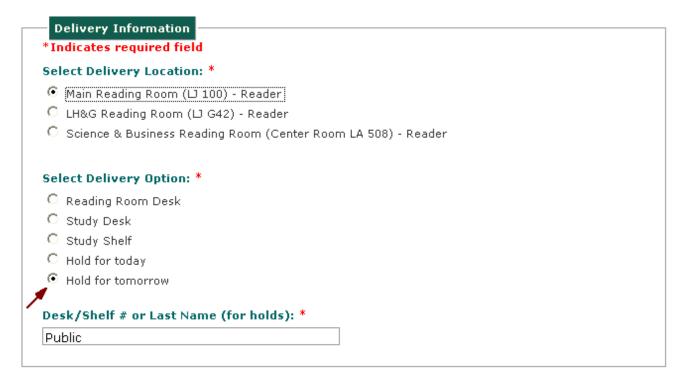
Topic 2 – *Requesting Materials STORED OFFSITE*

Materials marked with the legend "STORED OFFSITE" will be delivered the <u>next business day</u>.

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:

1. When selecting an item marked as "STORED OFFSITE," you must select the *Delivery Option:* of **Hold for tomorrow** and enter your last name in the *Desk/Shelf #, or Last Name (for holds):* box (example below).

Delivery Information
*Indicates required field

Select Delivery Location: *
⦿ Main Reading Room (LJ 100) - Reader
○ LH&G Reading Room (LJ G42) - Reader
○ Science & Business Reading Room (Center Room LA 508) - Reader

Select Delivery Option: *
○ Reading Room Desk
○ Study Desk
○ Study Shelf
○ Hold for today
⦿ Hold for tomorrow

Desk/Shelf # or Last Name (for holds): *
Public

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*.

Help ⓘ New Search Search History Headings List Titles List Request an Item Account Info Start Over

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, Bülent.	N6923.L33 A885 2008		Adams Charge Station (LA 5244) - Staff	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) - Staff	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, Bülent.	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: 202-707-5441if 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.

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

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).

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.