


HOW TO REQUEST AN ITEM ONLINE

1. Go to the Jericho Public Library website (www.jericholibrary.org).
2. Click on the Catalog link on the top right side of the navigation bar.
3. Search for the item you wish to request.
4. When the record of the item you wish to request is up on the screen, click the  **Request** button towards the upper left.
5. Enter your barcode and PIN. Click submit.
6. Make sure the “JPL Circ Desk” is the Location Pickup.
7. You do not need to fill out the section “Cancel if not filled by:”
8. Click submit.
9. You will either receive confirmation that your request was successful, or if there is an error, you may need to contact the Reference Desk.
10. If you would like to confirm that the request went through:
 - Click on the **Start Over** button
 - Click on **My Account**
 - Enter your barcode and PIN number and click Submit
 - You should see your request
 - Once you have confirmed your request, you need to LOG OUT
11. We will notify you by phone or email when your item arrives at the library.
12. If you need help, always ask a librarian or call the Reference Desk at (516) 935-6790...that’s why we’re here!

Note: If you plan to request more than one item, click on **My Account**, log in, and follow step 4, and then click on the **Start Over** box. Remember to log out when you are finished placing your requests.



Jericho Public Library | 1 Merry Lane | Jericho, NY 11753
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