**How to Request an item in the Library Catalog**

In this example, a patron named “Tegan Shackleton” is requesting the book *Hardy Succulents*.

**Step #1 of 4:**
After getting your search results, click on the Red Request Button (shown in red circle below).

**Step #2 of 4:**
This will take you to the next screen, where you will enter your name and library card number (shown in yellow below).
Step #3 of 4:
After you have done so, click on the **Submit Button** (shown in red circle below).

Request Verification

Requesting **Hardy succulents**: tough plants for every climate / Gwen Moore Kelaidis; photography by Saxon Holt.

Please enter the following information:

- **Your Name**
  
  Tegan Shackleton

Ex: 29876000123456. For barcodes less than 14 digits, contact your library.

**Your Patron Barcode**

**********

[Submit]

Step #4 of 4:
If the request is successful, you will arrive at the final screen, as shown here.

Your Request

Your request for **Hardy succulents**: tough plants for every climate / Gwen Moore Kelaidis; photography by Saxon Holt. was successful.

You will be able to pick up this material at Lewiston Public Library when it is ready.

If you are finished making requests click **Log Out** to end your session.