How to Place Hold Requests on Books for Pick Up at Normandale Library

The library bookshelves are now open for browsing. You are welcome to come into the library and retrieve books from the shelves yourself. Or, if you prefer, you can still place hold requests online, wait for library staff to retrieve your books, and pick them up at the Circulation Desk. Use the directions below to place hold requests on available books in our book search system.

Once you place a hold request, library staff will pull the requested book from the shelf and check it out to you. You will receive an email when your book is ready for pick-up at the library circulation desk. You will have 7 days to pick up your book before it is returned to the library shelves.

To place a hold request:

1. On the library home page, Select the “Books Only” tab to search for a book. Type the title of the book and click Search.

2. Click on the title you are interested in.

3. To place a hold on the book, sign in with your StarID and password by clicking on the “Sign In” link in the yellow box under “Get It.”
4. Once you are logged in, the yellow box will disappear, and a blue “Hold” link will appear next to the word **REQUEST**. Click the “Hold” link to open the Request form.

5. To submit your request, **click** the green **SEND REQUEST** button.

   **Optional**: You can select a Not Needed After date using the calendar icon or leave a comment. This is not required. The Terms of Use line remains blank.

6. You will see a green box that says “Your request was successfully placed.”

7. When library staff has found the book and checked it out to you, you will receive an email that your book is ready for pick up at the Normandale library circulation desk. We will hold your book for 7 days before returning it to the library shelves.