

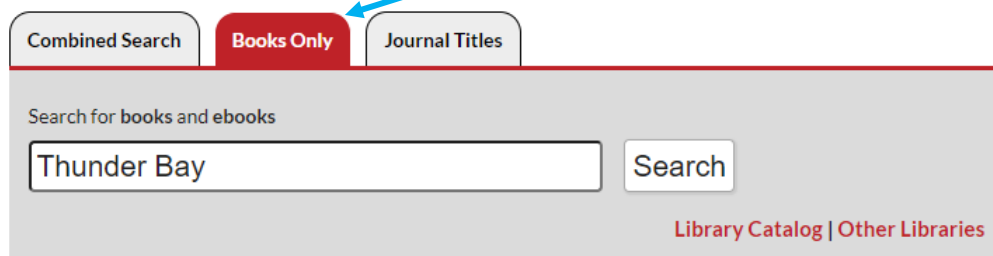
How to Place Hold Requests on Books for Pick Up at Normandale Library

During the pandemic, the library bookshelves and study spaces are closed, but you can still borrow books! Just use our book search system to place hold requests on available books. 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:

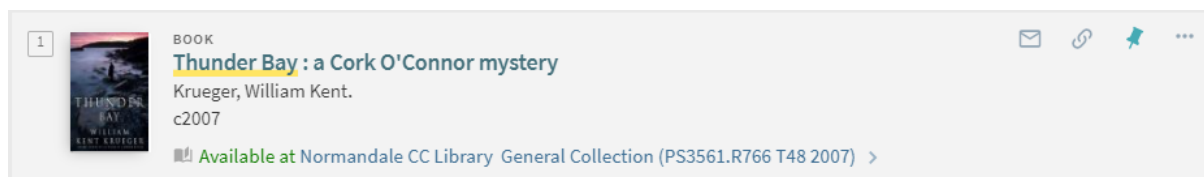
On the library home page, Select the **“Books Only”** tab to search for a book. Type the title of the book and click Search.

SEARCH OUR RESOURCES

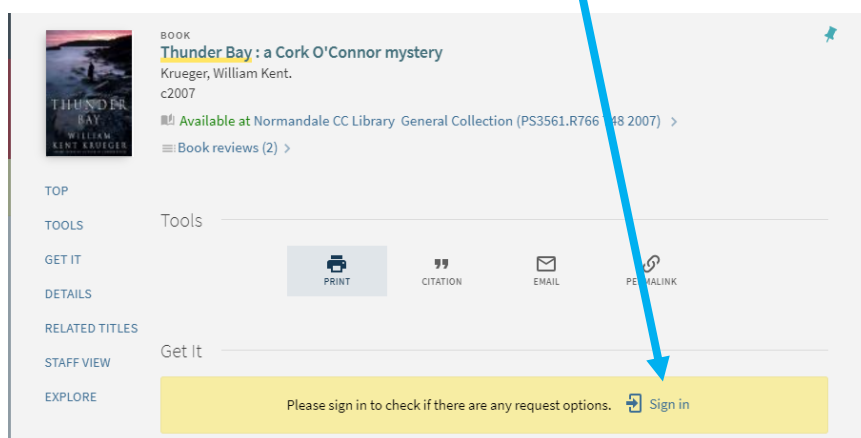


The screenshot shows a search interface with three tabs: 'Combined Search', 'Books Only' (highlighted in red), and 'Journal Titles'. Below the tabs is a search bar containing the text 'Thunder Bay' and a 'Search' button. At the bottom right, there are links for 'Library Catalog' and 'Other Libraries'.

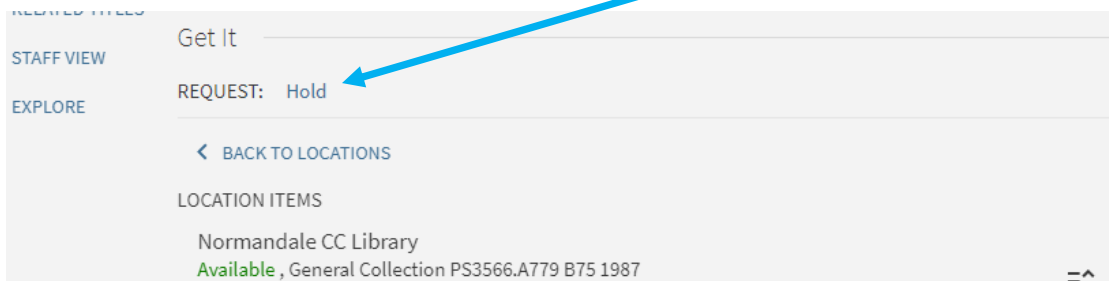
1. Click on the title you are interested in.



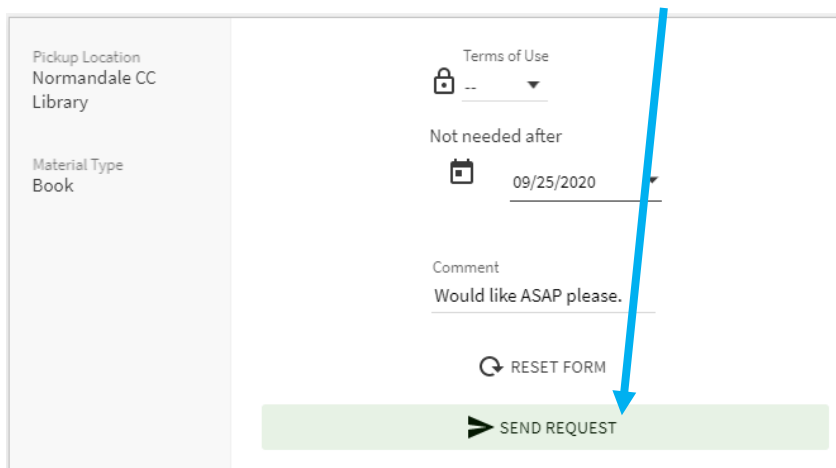
2. To place a hold on the book, **sign in** with your **StarID** and **password** by clicking on the “Sign In” link in the yellow box under “Get It.”



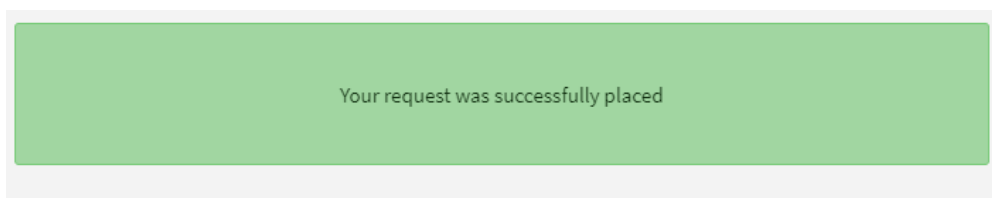
- Once you are logged in, the yellow box will disappear, and a blue **“Hold”** link will appear next to the word **REQUEST**. Click the **“Hold”** link to open the Request form.



- 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.



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



- 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.

Note:

Recent lab experiments show that the coronavirus can remain on some library materials for at least 6 days. Please consider this information when sharing library items with people outside your household.

As a precaution, Normandale Library quarantines returned items for 7 days before checking them in and lending them to others. **This means that items you return to the library will remain on your library account for one week after you return them.**

You can find information about the lab experiments on the Reopening Archives, Libraries, and Museums (REALM) Information Hub: A COVID-19 Research Project website: <https://www.webjunction.org/explore-topics/COVID-19-research-project.html>