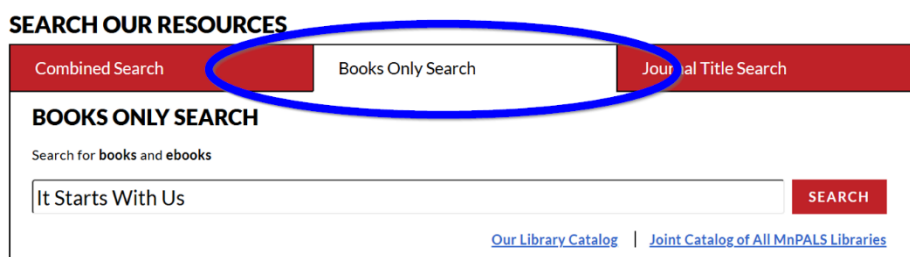


How to Place Hold Requests on Books for Pick Up at Normandale Library

Current Normandale students, staff, and faculty can use the library's 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's Circulation Desk. You will have 7 days to pick up your book before it is returned to the library shelves.

How to place a hold request:

1. On the [library home page](#), select the **"Books Only Search" tab** to search for a book. Type the title of the book and click Search.



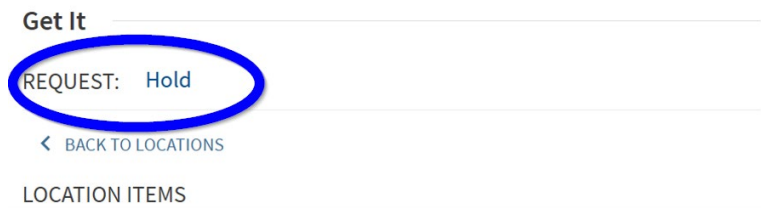
2. Click to select the title you are interested in from the results list.



3. To place a hold on the book, click on the **"Sign In" link** in the shaded box under the "Get It" heading. Sign in with your **StarID** and **password**.



4. Once you are logged in, the shaded box will disappear, and a “**Hold**” link will appear next to the word **REQUEST**. Select the “**Hold**” link to open the Request form.



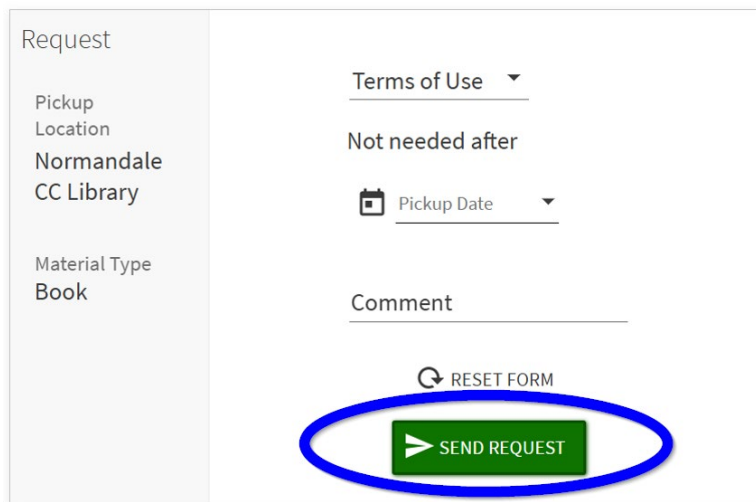
Get It

REQUEST: Hold

< BACK TO LOCATIONS

LOCATION ITEMS

5. To submit your request, choose 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. You can ignore the Terms of Use line.



Request

Pickup Location
Normandale
CC Library

Material Type
Book

Terms of Use ▼

Not needed after

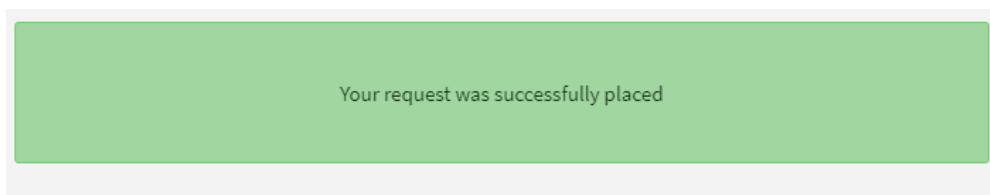
📅 Pickup Date ▼

Comment

↻ RESET FORM

➤ SEND REQUEST

6. You will see a green box that says, “Your request was successfully placed.”
- Please note:** it can take several hours for an item to be retrieved.



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.

If you have any questions, call the Library at [\(952\) 358-8290](tel:952-358-8290).