Placing a Hold Request

1. Search the online catalog, located on the main page of the library website (<u>https://www.nr.edu/library</u>), for items on your topic.

NRCC Quick Search lets you search for books, eBo	oks, streaming videos, articles and more.
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Advanced S	earch

2. Click on the title of the item you are interested in.

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3. To request an item you must first sign into your account using your NRCC ID.

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4. Select Request. Your request will be sent to the library



5. Fill out the request form. Specify which campus the item is needed at and then press Request.

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6. You will receive an email when your book is ready to be picked up.

7. Check your account to see what you have checked out, due dates, Requests and more. To view your account, click on your name at the top of the page. Then select My Library Account.

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¹ The secret history / Donna Tartt. Tartt, Donna. Due: 08/31/18, 17:00 Return to: New River Community College	Librar					
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