

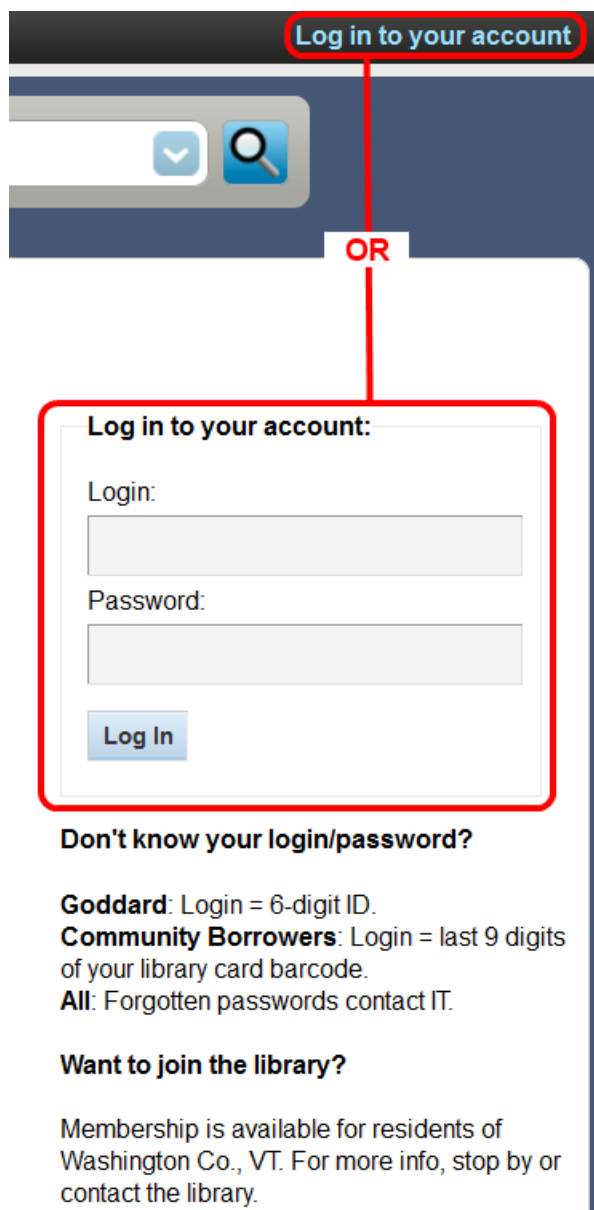
# How To Request Items In The Eliot D. Pratt Library Catalog

## Start at the Eliot D. Pratt Library Catalog

<http://catalog.goddard.edu>

## Login to Your Account

You can search the site without logging in, and you can login at any time, but we recommend doing it first so that you can make requests effortlessly when you find the right materials.



[Log in to your account](#)

OR

**Log in to your account:**

Login:

Password:

**Don't know your login/password?**

**Goddard:** Login = 6-digit ID.  
**Community Borrowers:** Login = last 9 digits of your library card barcode.  
**All:** Forgotten passwords contact IT.

**Want to join the library?**

Membership is available for residents of Washington Co., VT. For more info, stop by or contact the library.

## Search!

Type in your search terms and hit enter. If you want more help with searching, please feel free to check out the [Library Research Tools & Techniques](#) workshop slides & our page of [tutorial videos](#), which will help you maximize your search abilities, or contact us at [library@goddard.edu](mailto:library@goddard.edu).

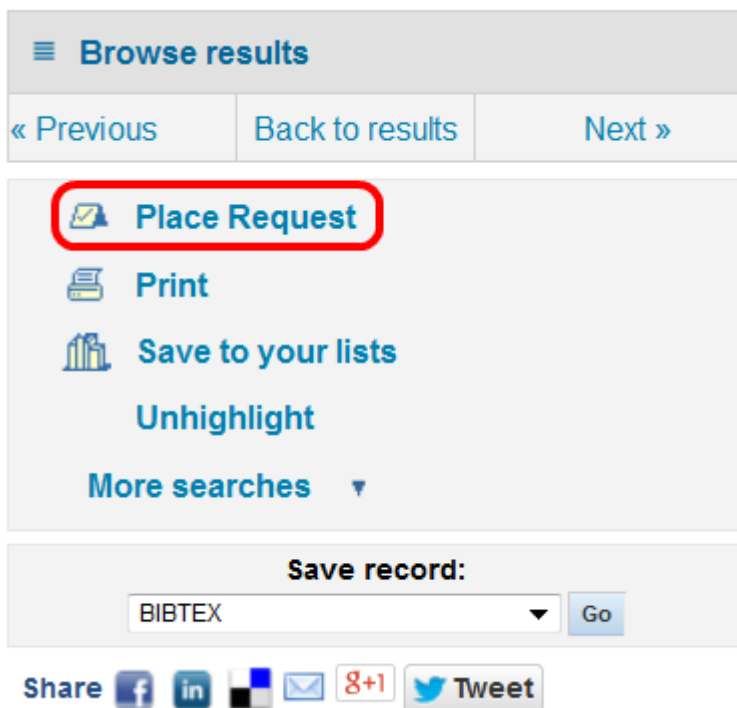
# How To Request Items In The Eliot D. Pratt Library Catalog



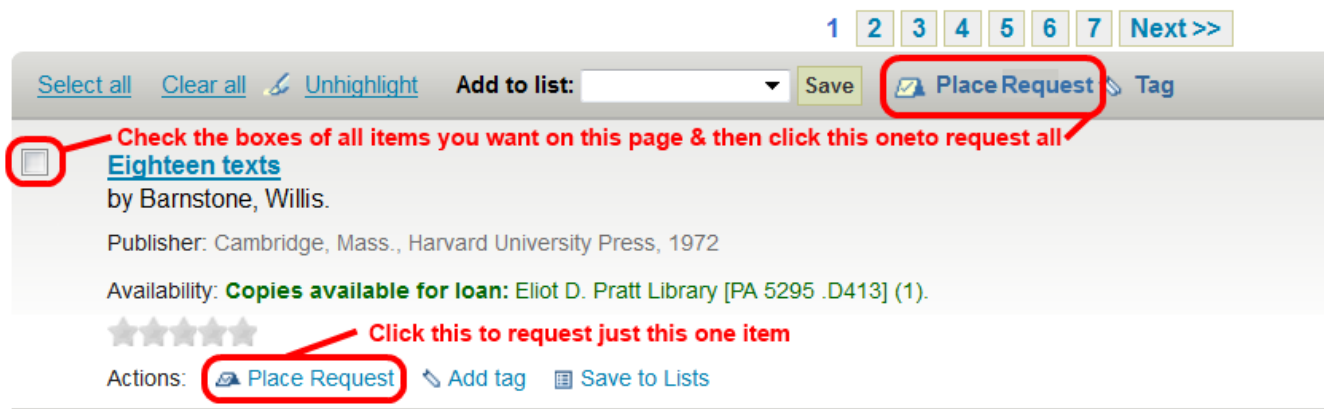
## Place Requests: Three Ways for Single Item and Multiple Item Requests

Regardless of whether an item is available or checked out, the “Place Requests” button can be used to make single items requests from within individual item records, or it can be used to make both single AND multiple item requests in lists of search results and your private & our public lists.

### Place a Request from an Individual Item Record



### Place a Request from Initial Search Results List



# How To Request Items In The Eliot D. Pratt Library Catalog

## Place Request from Your Private and Our Public Lists

[Lists](#) → *testere*

[Download list](#) [Send list](#) [Print list](#) Sort by: Title  Ascending  | [Select all](#) [Clear all](#) | With selected titles: [Place Request](#) [Tag](#) [Remove from list](#)

Check the boxes of all items you want on this page & then click this one to request all items

[Particularly cats](#)

by Lessing, Doris May.

Publisher: New York : Simon and Schuster, [1978] c1967

Availability: **Copies available for loan:** Eliot D. Pratt Library [PR 6023 .E833 P3 1978] (1).

Click this one to request just this item

Actions: [Add tag](#) [Place Request](#) [Save to another list](#) [Remove from this list](#)

## Confirm Requests

In general, you will not want to change any settings. However, if you need an item by a specific date, fill that in. Also, if you are looking for a specific volume of a multi-volume set, you can change the last option from “Next Available Copy” to “A Specific Copy” and then select the copy you need.

Confirm holds for: Your Name (246330003XXXXX)

Hold	Title	Hold not needed after	Place on
<input checked="" type="checkbox"/>	<a href="#">Particularly cats /</a> , by Lessing, Doris May,	<input type="text"/> Clear date	<input checked="" type="radio"/> Next available copy <input type="radio"/> A specific copy
<input checked="" type="checkbox"/>	<a href="#">Rosemary Gladstar's herbal recipes for vibrant health : 175 teas, tonics, oils, salves, tinctures, and other natural remedies for the entire family.</a> , by Gladstar, Rosemary.	<input type="text"/> Clear date	<input checked="" type="radio"/> Next available copy <input type="radio"/> A specific copy

[Place Request](#)

— Don't forget to click this button once you're confirm details are correct

## Requests List in Your Account

When you are done, you'll be automatically routed to the list of active requests on your account. If you ever want to check on or need to change the status of your requests, simply login to your account and click on the “Requests” tab. You will see the status of and options to cancel, if you don't need an item anymore, or suspend, if you don't want us to mail things to you for a period.

# How To Request Items In The Eliot D. Pratt Library Catalog

Hello, Your Name

Checked out **Requests**

Tells us you no longer need this requested item

Requests (11 total)

Title	Placed on	Expires on	Pick up location	Status	Modify
<a href="#">Bloody Chamber and Other Stories /</a>	10/25/2013	Never expires	Eliot D. Pratt Library	Pending	Cancel
<a href="#">Forgive me, Leonard Peacock : a novel /</a>	11/09/2013	Never expires	Eliot D. Pratt Library	Pending	Cancel
<a href="#">Helping Teens Stop Violence, Build Community and Stand for Justice/</a>	10/03/2013	Never expires	Eliot D. Pratt Library	Pending	Cancel
<a href="#">HER SMOKE ROSE UP FOREVER</a>	10/25/2013	Never expires	Eliot D. Pratt Library	Pending	Cancel
<a href="#">In Our Control /</a>	10/25/2013	Never expires	Eliot D. Pratt Library	Pending	Cancel

Suspend all requests until

Resume all suspended requests

Tells us to hold off mailing your requested items for a while

## Limits

There is a maximum of 5 requests at a time per person. You can only request a number of items that won't exceed the checkout limit (so if you have 28 items out, you can only request 2 more items). Requests are prevented entirely if you owe more than \$300 in billed materials and fees.

Sorry, you cannot place more than 5 holds.

## Materials That Cannot Be Requested

Generally speaking, most materials can be requested in the catalog. The exceptions are reference materials, which never circulate, and ebooks, which we do not order print copies of.

## When Am I Allowed to Make Requests

Requests are available for faculty & students of the Plainfield campus from the week following your residency to the last day of your semester. If you are on campus for your residency period (or you are staff of the Plainfield campus year-round) requests are not available because you are able to access the physical library.

Requests are available for the West Coast campuses from the first day of your semester to the last day, including your residency period.

Requests are not allowed in between semesters unless you are engaged in between semester study.

## How We Notify You of Problems

If we are having a problem filling your request, we will email you at your goddard.edu email address. The most common problem is having overdue items on your account. Please be sure that all overdue items are on their way back to the library before placing requests. We will wait to mail new items until we receive the overdues.

## How To Request Items In The Eliot D. Pratt Library Catalog

### What About Items The Library Doesn't Own?

If you've checked the catalog and the material you want is not listed, then you will want to request it via Interlibrary Loan (ILL). See [How To Request Materials Via Interlibrary Loan](#).

### Pro Tips

1. To save you time and help you keep your place during research, we always recommend doing all of one kind of search before moving on. So, look up all your materials in the catalog, then move on to ILL, then move on to articles, etc.
2. For items that are checked out, lost, missing, or otherwise unavailable during your residency, make a list in the catalog that includes all the items you want to request in the week following your residency. That way, you can just request the appropriate number of items all together without having to look them up again.

As always, if you have any questions, please let us know at [library@goddard.edu](mailto:library@goddard.edu).