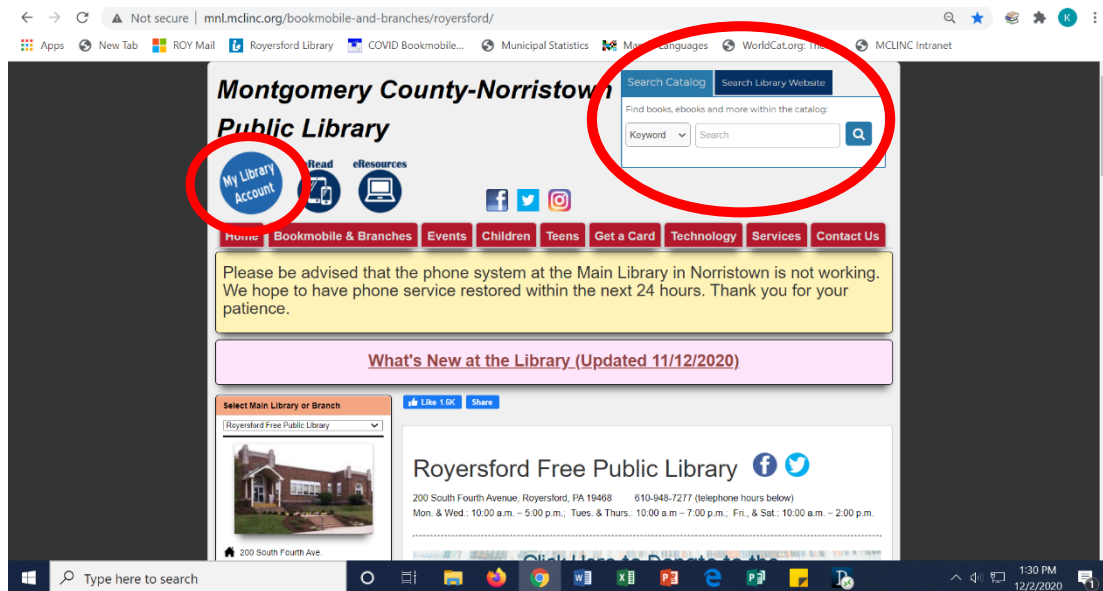


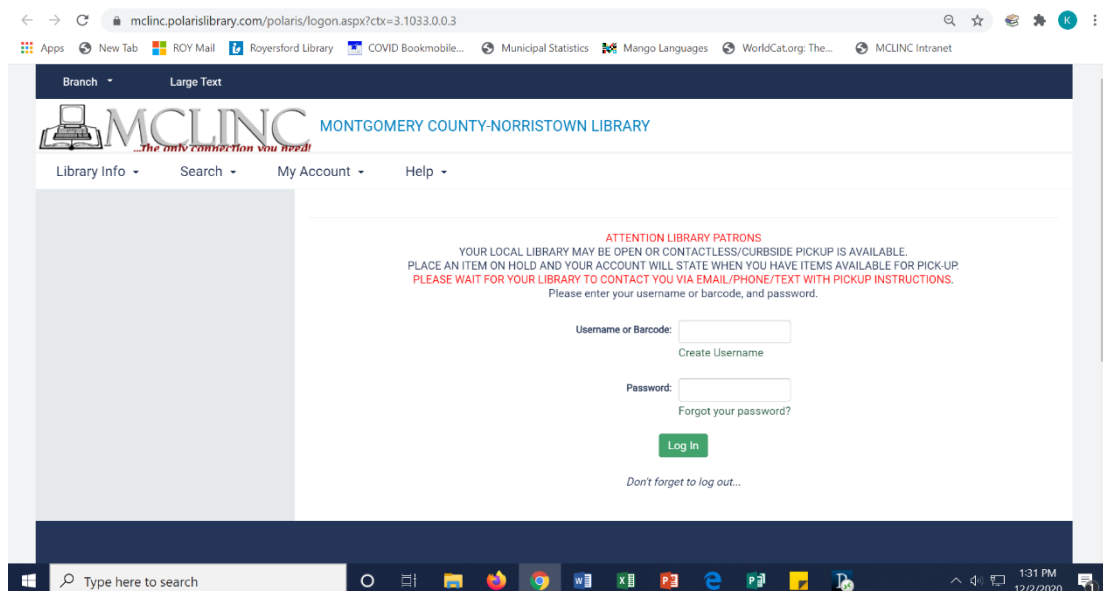
Placing a Hold on Library Materials from the OPAC

You may arrive at the online catalog two ways—from our website (www.mc-npl.org) or go to the database itself (<https://mclinc.polarislibrary.com/polaris/>).

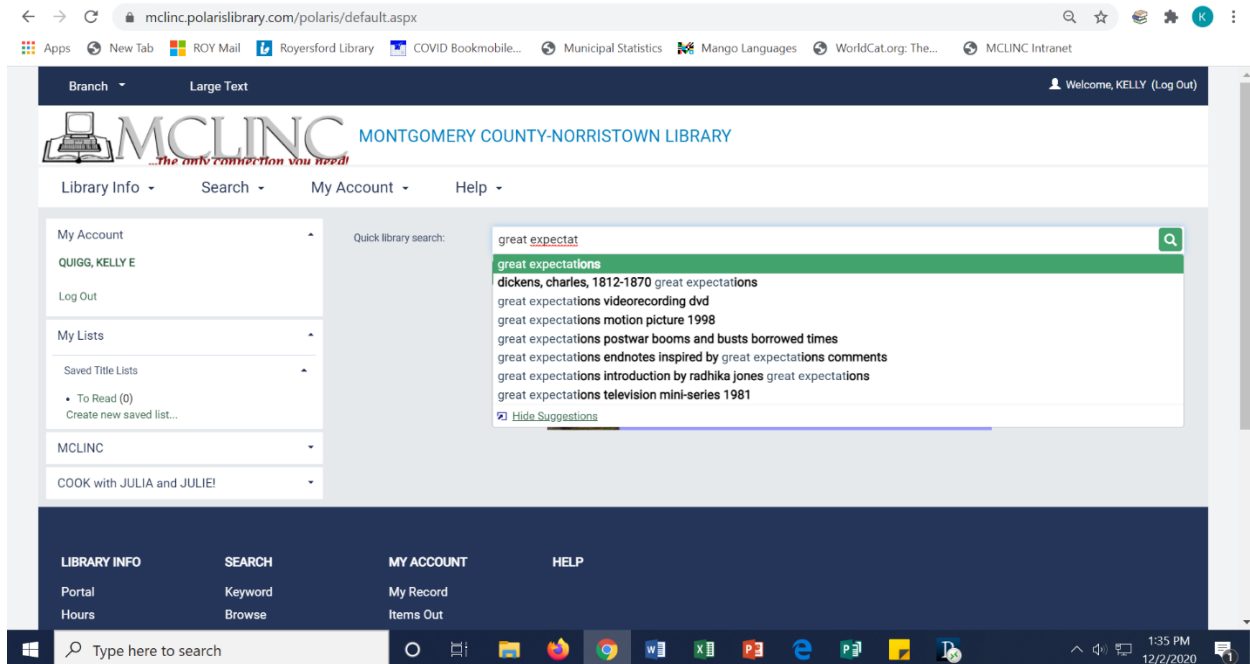
1. From our website, you can access the catalog by clicking on the blue “My Library Account” button on the left or by entering the item you are searching for into the search box at the top right of the screen.



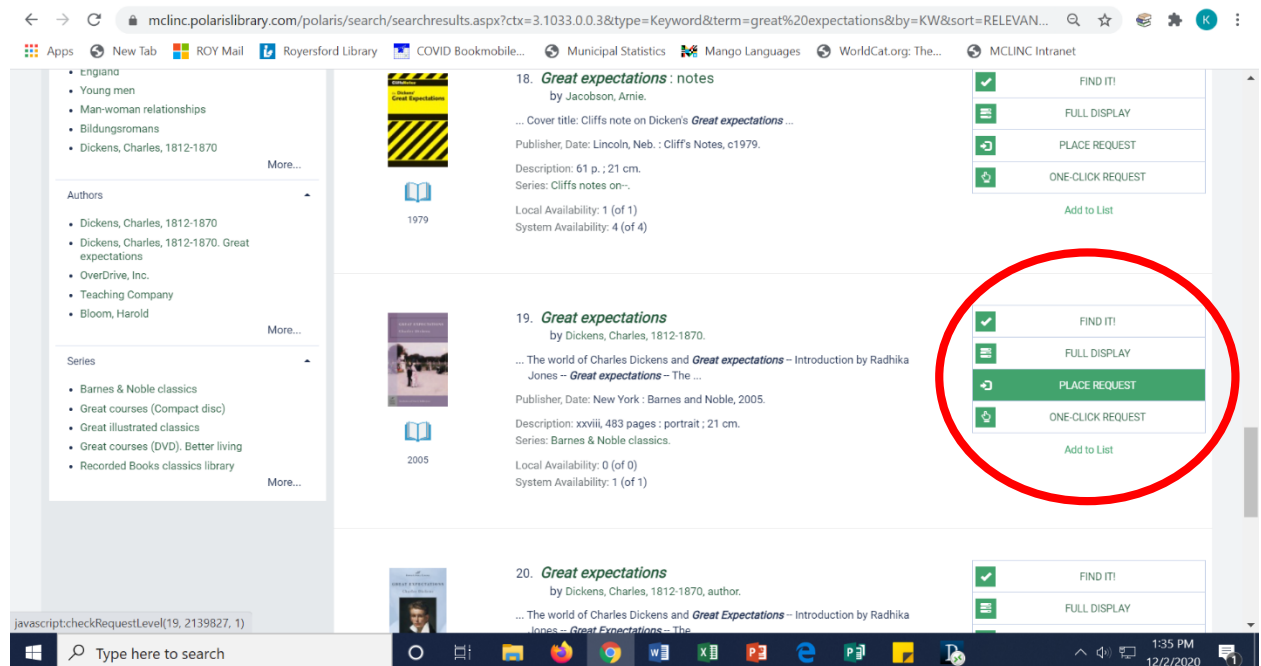
2. Sign in to your library account. Your username is the 14-digit barcode number found on the back of your library card. The password is defaulted to be the last 4 digits of your library card barcode. If this does not work, please call the library at 610-948-7277. You may change your password once you are logged in under the “My Record” section of “My Account.”



3. Enter your desired item into the search bar. The search defaults by keyword, so you can enter a title, author, subject, etc.



4. Once you've chosen an item you want, select the "Place Request" button to the right of the item.



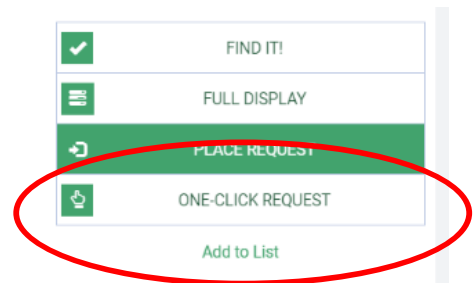
5. Confirm the information that appears on the confirmation page. You may change your pickup location to any library within the MCLINC system and you may change the date that your request will activate. You can always edit the pickup location and the activation date later from the “Holds” section of “My Account.” Place submit when you are satisfied with the information.

The screenshot shows the MCLINC website interface. At the top, there's a navigation bar with 'Branch' and 'Large Text' options, and a user greeting 'Welcome, KELLY (Log Out)'. Below this is the MCLINC logo and the text 'MONTGOMERY COUNTY-NORRISTOWN LIBRARY'. A menu bar includes 'Library Info', 'Search', 'My Account', and 'Help'. The main section is titled 'Place a request:'. It displays a book cover for 'Great expectations' by Dickens, Charles, 1812-1870. Below the book info, there are fields for 'Barcode:' (redacted), 'Pickup Library:' (a dropdown menu showing 'Royersford Free Public Library'), and 'Activation Date:' (a text box with '12/2/2020'). At the bottom of this section are two buttons: 'Submit Request' and 'Cancel'. The Windows taskbar at the bottom shows the time as 1:36 PM on 12/2/2020.

You will see a confirmation message saying your request has been placed. Once the item is available for pickup, you will get a notification via phone or email (depending on your selected preference when you registered for your library card) to indicate how you can pick up that item. The limit for number of requests is 100, but we please ask that you do not exceed the amount you are capable of reading.

Once you are familiar with the request process, you may begin using the “One-Click Request” button. This will place the request without you having to confirm the pickup location and activation date.

If you would like to save an item for later, click “Add to list.” This can be found at any time in the “My Lists” section of “My Account.”



For any assistance, please call the Royersford Free Public Library’s front desk at 610-948-7277.