

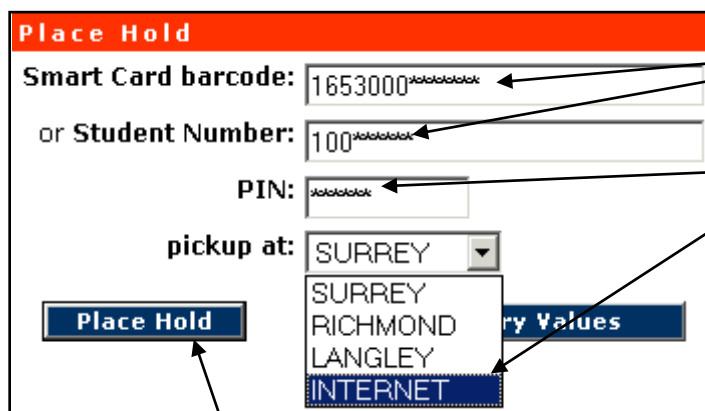
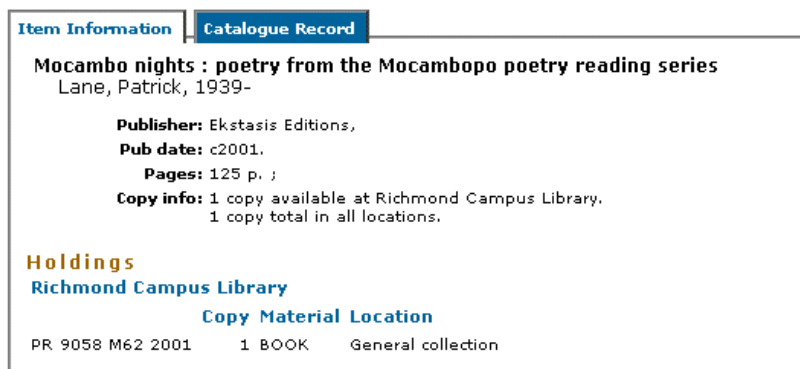
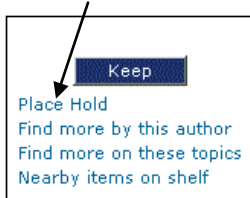
Distance Learners

Requesting a Kwantlen Book

View the following page for instructions on how to request a Library book online using the Coast Capital Savings Library Catalogue.

SEARCH THE COAST CAPITAL SAVINGS LIBRARY CATALOGUE FOR THE BOOK YOU WANT.

- Click on the **Details/Hold** button beside the book you want to request.
- Click on **Place Hold**.



1. Type in all **14 digits** of your Smart Card barcode, (no spaces) OR type in your student number.
2. Enter your **PIN**.
3. Click on the drop-down arrow in the **pickup at:** field and select **INTERNET**.

4. Click on the **Place Hold** button to submit your request.
5. Check **My Library Account** in the Library catalogue frequently.

When your book is ready to be mailed, it will be charged out to your record and your Hold will be removed. A notice will be emailed to your **myKwantlen** account. If there is any problem with your hold, the Library will email your **myKwantlen** account.