

# 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. You may request books, periodicals, videos and DVDs from Coast Capital Savings Library at any Kwantlen Polytechnic University campus location.

- 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**.

The screenshot shows a library catalogue record for the book "Mocambo nights : poetry from the Mocambopo poetry reading series" by Lane, Patrick, 1939-. The record includes details such as the publisher (Ekstasis Editions), publication date (c2001), and page count (125 p.). It also shows the holding information for the Richmond Campus Library, indicating one copy is available. A "Place Hold" button is highlighted in the top left corner of the interface.

The "Place Hold" form contains the following fields and instructions:

- 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.

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.