

# How to Request a Title

Go to our website at [AbingtonFreeLibrary.org](http://AbingtonFreeLibrary.org) and click on →



Follow these steps to request any copy of a title listed in your search results.

## Note:

- Each title in your search results list shows summary information about local availability, system availability, and the current number of hold requests for the title.
- You can view detailed local and system availability information for any title in your search results list by clicking **Where Is It?**

1. *Downton Abbey. Season 1* [videorecording (DVD)]

... *Downton Abbey. Season 1* [videorecording (DVD)] / a Carnival/Masterpiece co-production ; ...

Publisher, Date: [Boston, MA] : PBS Distribution, [2011]

Description: 3 videodiscs (ca. 6 hr.) : sd., col. ; 4 3/4 in.

Series: **Masterpiece classic**

Target Audience Note: MPAA: Not rated.

Local Availability: 1 (of 2)

System Availability: 13 (of 59)

Current Holds: 9

**Where Is It?**

**Full Display**

**Place Request**

2011

Add to My List

- 1) Navigate the search results list to the title you want.
- 2) Click **Place Request**. The log-in form appears.
- 3) Type your barcode number (library account number) and password in the appropriate boxes, and click Log In.
- 4) The request form appears.
- 5) From the Pickup Library list, select the name of the library where you want to pick up the requested item (Patron Library indicates the Library that is on your library card).
  - If you want to delay your request until a future date, change the date in the Activation Date box in the format mm/dd/year (for example, 02/05/2014 for February 5, 2014).
  - If you want your request to be processed immediately, leave today's date in the Activation Date box.

continues →

**Abington Free Library**, 1030 Old York Road, Abington, PA 19001  
215-885-5180, ext. 13, [AbingtonFreeLibrary.org](http://AbingtonFreeLibrary.org)  
[AskAbington@gmail.com](mailto:AskAbington@gmail.com)

## Note:

Your request may not be successful if your patron account is blocked or if the requested material is not holdable, or does not circulate. A message is displayed if your request cannot be placed. You will receive the following message:

Requests are not permitted for this item. Contact the library for assistance.

Close

Click Return to search results or Go to your list of holds.

## Important:

Protect your privacy! If you see **Log Out** in the menu bar, you are logged in. Be sure to click **Log Out** before you leave the computer.

# Request a specific copy/volume of a title

Use this to select part(s) of a set (DVD or CD) or magazine

- 1) Navigate the search results list to the title you want.
- 2) Display location information for specific copies of the title by clicking on **Where Is It?**
- 3) Select the request icon next to the item with the parts or the season that you want to request. The log-in form appears.
- 4) Type your barcode number (library account number) and password in the appropriate boxes, and click Log In. The request form appears.
- 5) From the Pickup Library list, select the name of the library where you want to pick up the requested item.

3. *George Washington : a biography in his own words.*

Call Number

Abington Free Library (2 of 2 available)

Adult Non-Fiction

B WASHINGTON GEOR WAS v. 1

B WASHINGTON GEOR WAS v. 2

- 6) Do you want to request this specific item or the first available copy of this title?

Click Here

This item only

First available copy

## Note:

Your request may not be successful if your patron account is blocked or if the requested material does not circulate. A message is displayed if your request cannot be placed. Also, a message may inform you that you cannot request a hold on a specific copy. For example, the item may be lost or may not circulate.

Click Return to search results or Go to your list of holds.