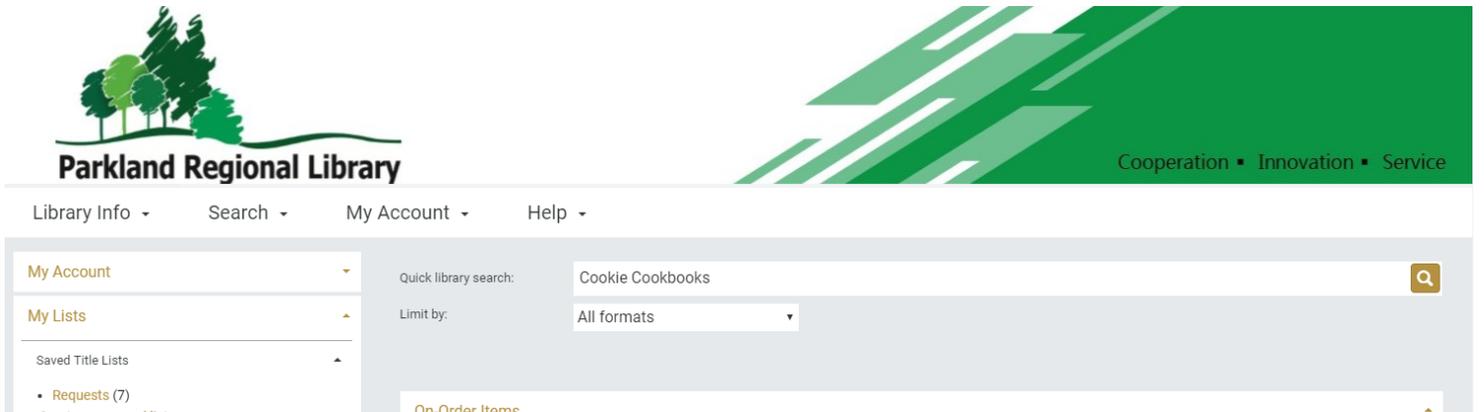


Bulk Requests

Bulk requests allow patrons to select up to 5 items to place hold requests on at once.

To place Bulk Requests on items in the Patron Accessed Catalogue:

1. **log in** to your My Account.
2. Perform a **search** for the items you are looking for.



3. **Add items to my list.**

If you have not yet created a list you can do so from the search results page by clicking [New List]

Once an item has been added successfully the **(added)** will appear in front of Add to List.



2016

5. **365 days of cookie recipes** by Katie, Emma, author.

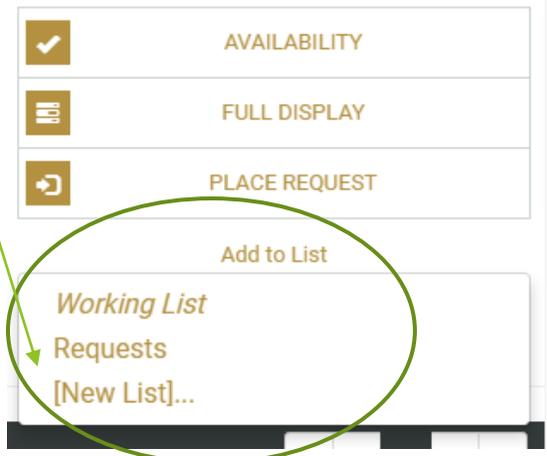
... **Cookbooks** ... In this book, you will find different types of **cookies** from all over the world, different ways of making them, ...

Publisher, Date: [Lexington, Kentucky] : Emma Katie, 2016.

Description: 183 pages ; 26 cm

Local Availability: 0 (of 1)

System Availability: 0 (of 1)

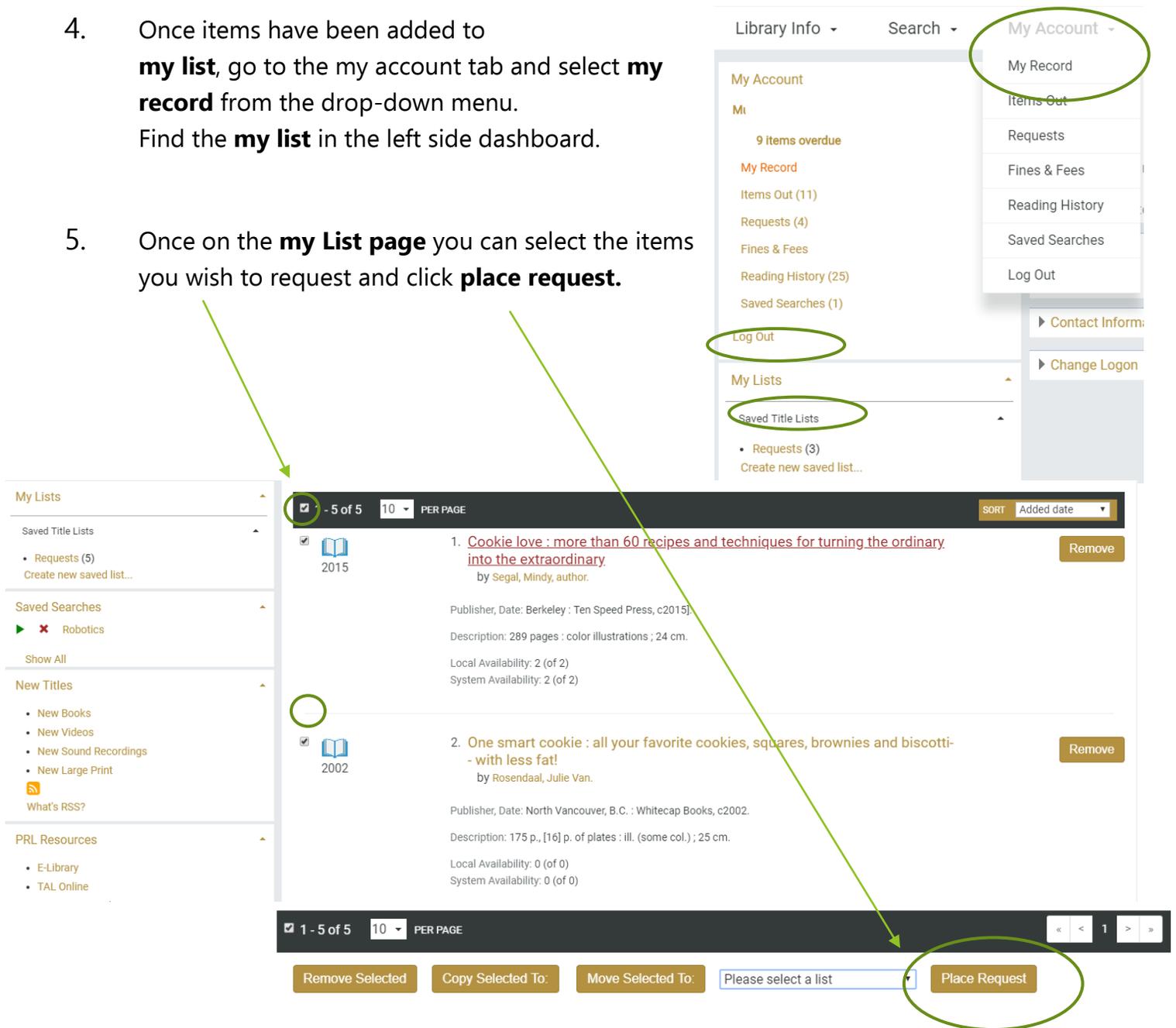


Repeat this step until all desired items have been added to My List.

Patron Access Catalogue (PAC)

4. Once items have been added to **my list**, go to the my account tab and select **my record** from the drop-down menu. Find the **my list** in the left side dashboard.

5. Once on the **my List page** you can select the items you wish to request and click **place request**.



The screenshot shows the library website interface. At the top right, the 'My Account' dropdown menu is open, with 'My Record' highlighted. Below it, the 'My Lists' section is visible, showing a list of items. Two items are selected with checkboxes: '1. Cookie love : more than 60 recipes and techniques for turning the ordinary into the extraordinary' and '2. One smart cookie : all your favorite cookies, squares, brownies and biscotti - with less fat!'. At the bottom of the list, the 'Place Request' button is circled in green. Arrows from the text instructions point to the 'My Record' menu item and the 'Place Request' button.

6. After clicking place request you will be taken to the **select a pickup location** screen. Select your home library and click **continue**.

Place requests:



The screenshot shows the 'select a pickup location' screen. The 'Pickup Library' dropdown menu is circled in green. Below it, the 'Activation Date' field is visible, showing '3/12/2019'. At the bottom, the 'Continue' button is circled in green.

Patron Access Catalogue (PAC)

A white screen with the message “**checking status and limits**” will display after you click continue.

- The **confirm bulk request** screen will display. Adjust items if necessary and click **confirm**.

A message saying “**confirming requests**” will display under the confirm bulk requests box.
Note: If there is an issue with an item a red message will display. A hold **will NOT** be placed on those items.

Confirm bulk requests:

Click Update to make changes. Click Confirm to submit your requests:

<input checked="" type="checkbox"/>	Type	Active Requests	Title
<input checked="" type="checkbox"/>	Book	0	Cookie love : more than 60 recipes and techniques for turning the ordinary into the extraordinary by Segal, Mindy, author.
			One smart cookie : all your favorite cookies, squares, brownies and biscotti-- with less fat! by Rosendaal, Julie Van. No items are available to fill your request. Contact the library for assistance.
<input checked="" type="checkbox"/>	Book	0	Martha Stewart's cookies : the very best treats to bake and to share
<input checked="" type="checkbox"/>	Book	1	Sally's cookie addiction : irresistible cookies, cookie bars, shortbread, and more from the creator of Sally's baking addiction by McKenney, Sally, author.
<input checked="" type="checkbox"/>	Book	0	365 days of cookie recipes by Katie, Emma, author.

- The **bulk requests results** message screen will display after Bulk Requests have been confirmed.

Bulk requests results:

Your requests were successfully placed!

[Go to your list of hold requests](#)

[Return to your Title List](#)

[Log Out](#)

You can log-out if finished or view your requests list from this screen.

Note: Mail to My Address cannot be selected when placing bulk requests.