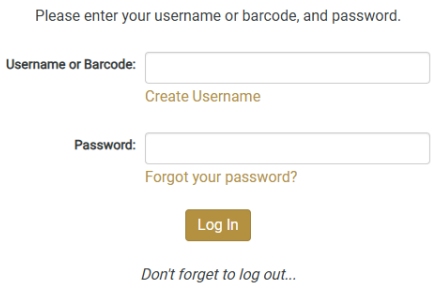
Parkland Regional Library System

Bulk Requests in the PAC

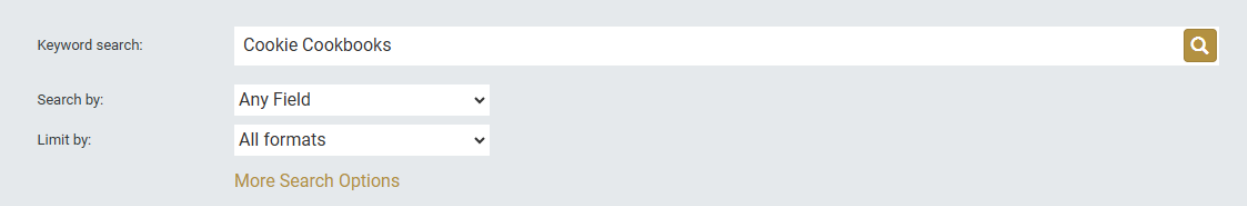
Using the **Bulk Requests** feature allows patrons to select up to 5 items to place hold requests on at once in the Patron Access Catalogue (PAC); located at **search.prl.ab.ca**.

To place Bulk Requests on items in the PAC:

1. **Log In** to your account.

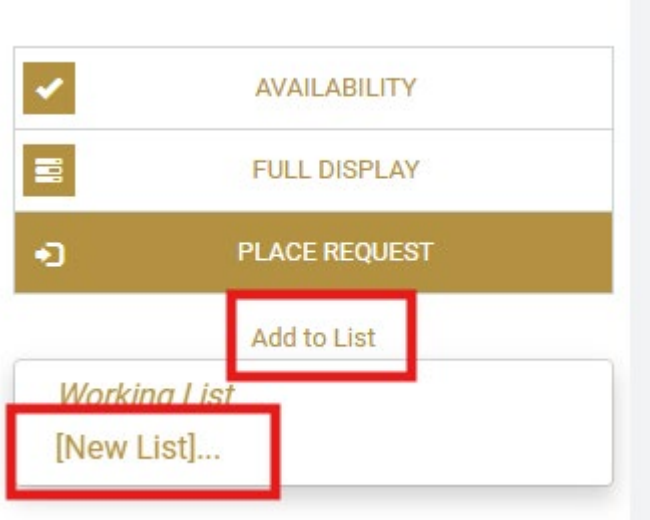


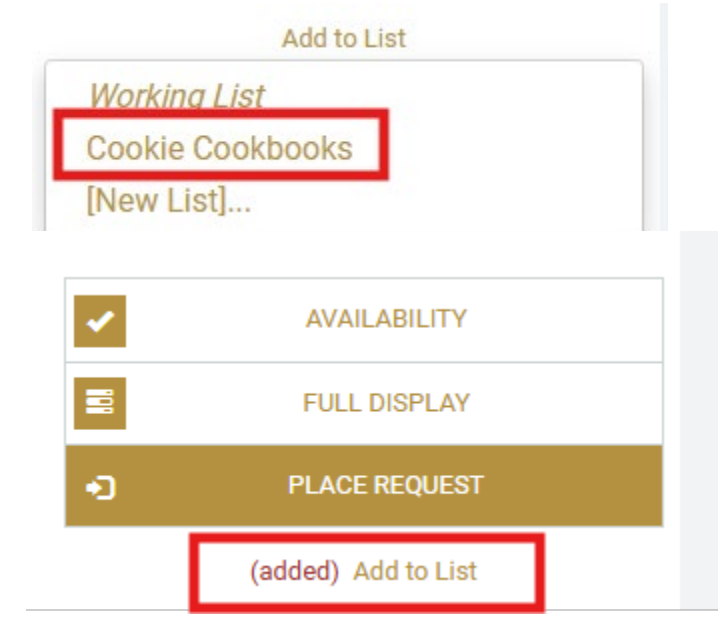
2. Perform a **Search** for the items you are looking for. You can search using the **Keyword**, **Browse**, **Phrase**, or **Exact** functions.



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

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]**. Name your list, and it will appear under **Working List**. Once an item has been added successfully (added) will appear in front of **Add to List**.





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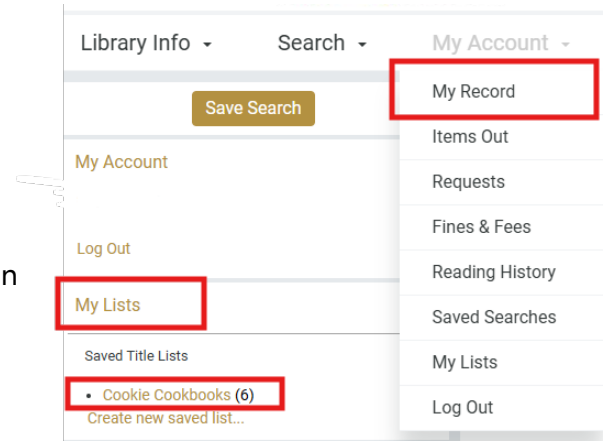
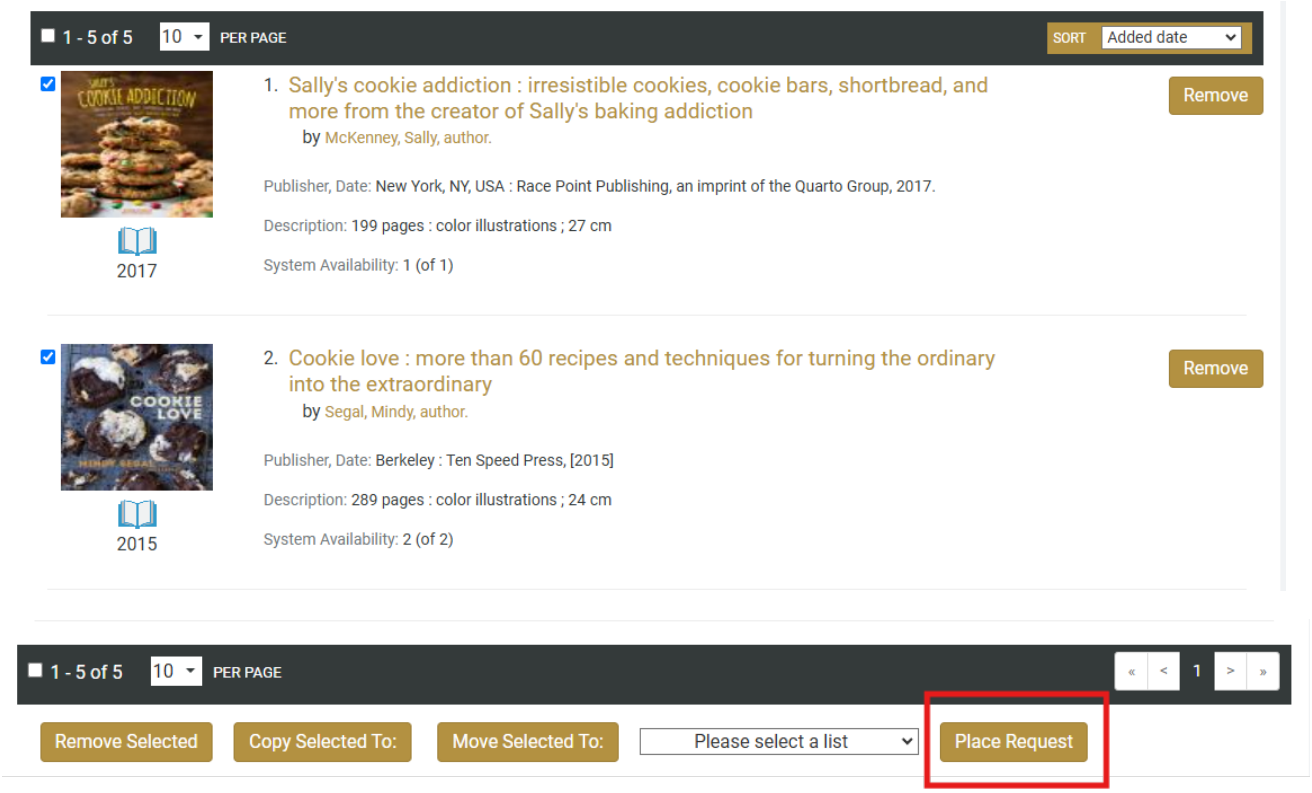
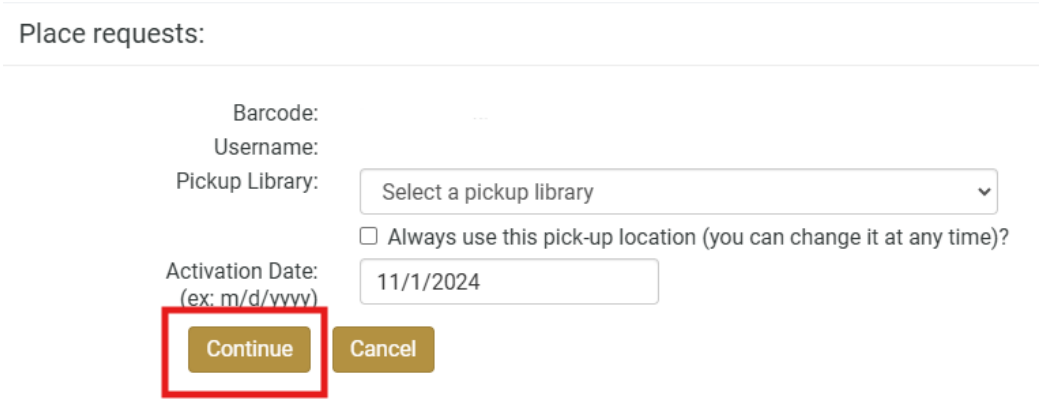
4. Once items have been added to **My List**, click on the **My Account** tab and select **My Record** from the drop-down menu. Find the **My List** on the left side dashboard.



5. Once on the **My List** page, select your list, and then you can select the items you wish to request and click **Place Request**.



6. After clicking **Place Request** you will be taken to the **Select a pickup library** screen. Select your home library and click **Continue.**



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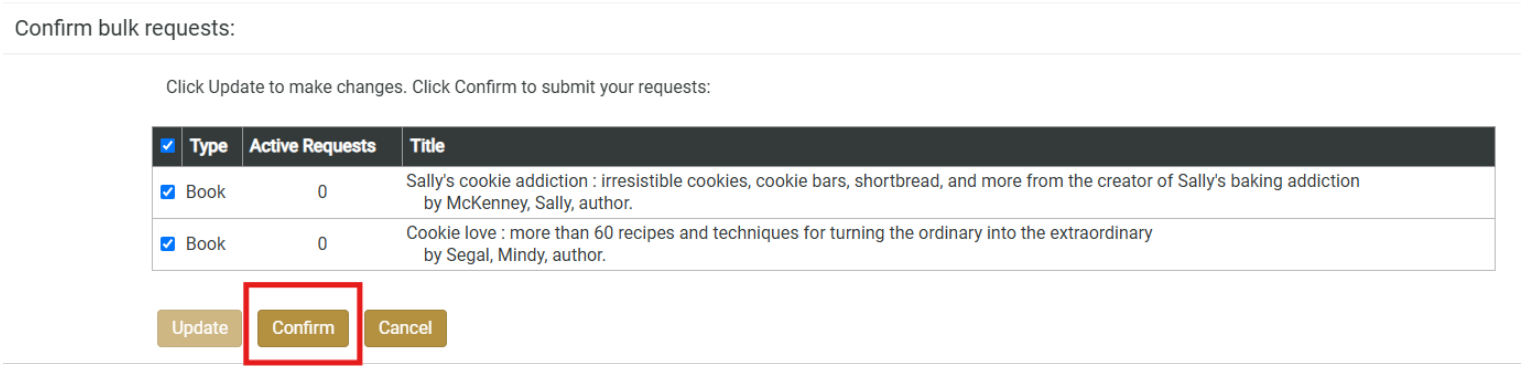
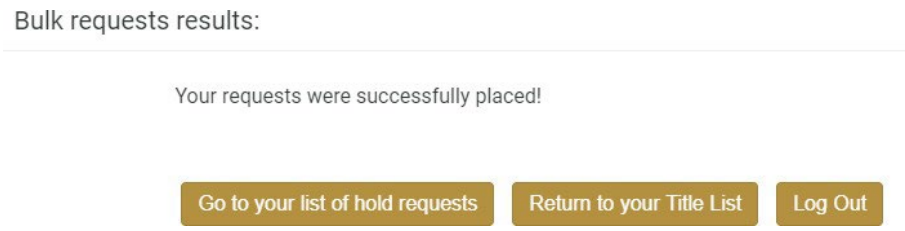
7. The **Confirm bulk request** screen will display. Adjust items if necessary and click **Confirm.**

   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.



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



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.