

## 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](http://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.

Please enter your username or barcode, and password.

Username or Barcode:

[Create Username](#)

Password:

[Forgot your password?](#)

[Log In](#)

[Don't forget to log out...](#)

Keyword search:

Search by:  ▼

Limit by:  ▼

[More Search Options](#)

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**.

<input checked="" type="checkbox"/>	AVAILABILITY
<input type="checkbox"/>	FULL DISPLAY
<input type="checkbox"/>	PLACE REQUEST

[Add to List](#)

*Working List*  
[\[New List\]...](#)

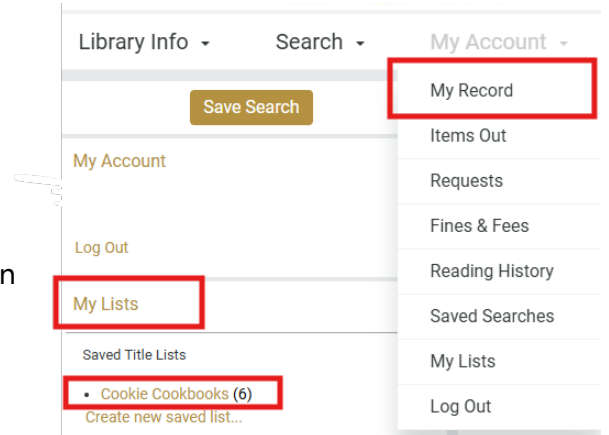
[Add to List](#)

*Working List*  
**Cookie Cookbooks**  
[\[New List\]...](#)

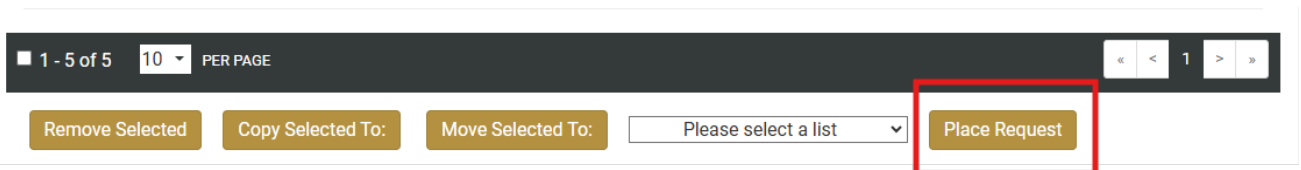
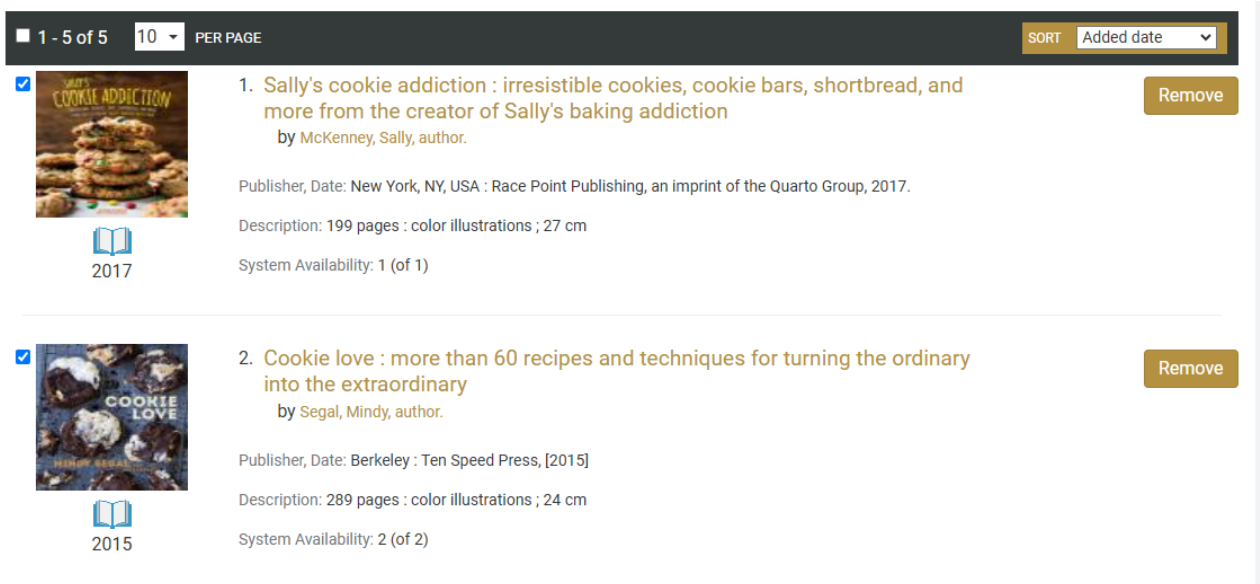
<input checked="" type="checkbox"/>	AVAILABILITY
<input type="checkbox"/>	FULL DISPLAY
<input type="checkbox"/>	PLACE REQUEST

**(added)** [Add to List](#)

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**.

Place requests:

Barcode:

Username:

Pickup Library:

Always use this pick-up location (you can change it at any time)?

Activation Date:   
(ex: m/d/yyyy)

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.

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	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	Cookie love : more than 60 recipes and techniques for turning the ordinary into the extraordinary by Segal, Mindy, author.

8. 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.