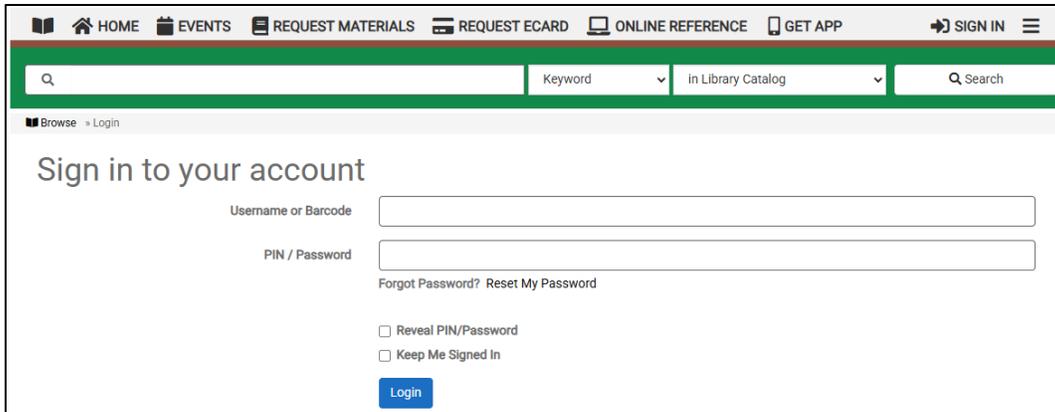


## Submitting a Purchase Request at Scenic Regional Library

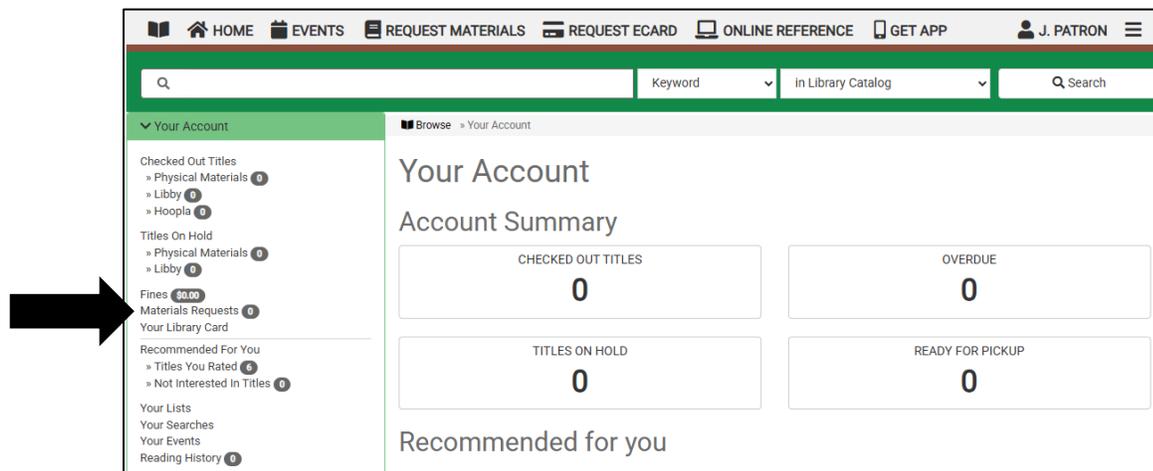
1.) Sign into your account [HERE](#) using your library number and birthday using the format of 1/1/2000. If you have set up your own username and password for your library account, please use this instead.



The screenshot shows the library's login page. At the top, there is a navigation bar with links for HOME, EVENTS, REQUEST MATERIALS, REQUEST ECARD, ONLINE REFERENCE, GET APP, and SIGN IN. Below this is a search bar with a dropdown menu set to 'Keyword' and 'in Library Catalog'. The main heading is 'Sign in to your account'. There are two input fields: 'Username or Barcode' and 'PIN / Password'. Below the fields are links for 'Forgot Password?' and 'Reset My Password'. There are two checkboxes: 'Reveal PIN/Password' and 'Keep Me Signed In'. A blue 'Login' button is at the bottom.

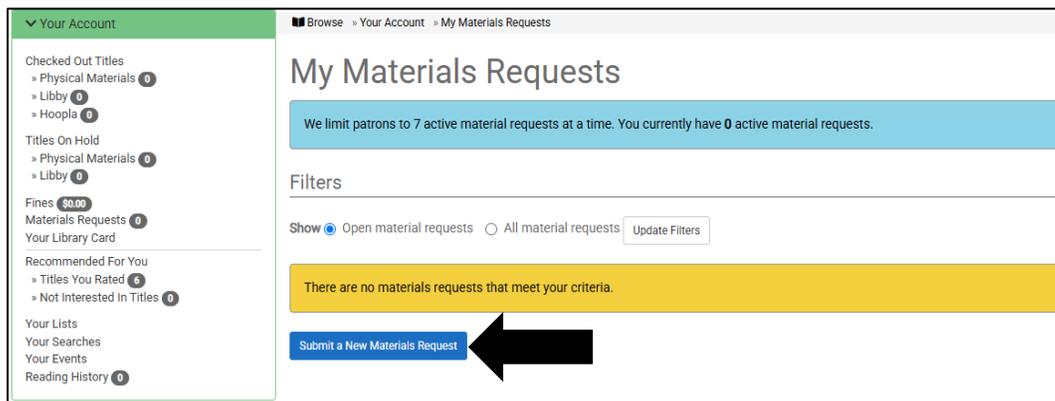
2.) After signing in, the catalog will take you to **Your Account**.

3.) Select **Material Requests** on the left-hand side of your account.



The screenshot shows the 'Your Account' page. The top navigation bar is the same as in the previous screenshot. The user is logged in as 'J. PATRON'. The page title is 'Your Account' and the subtitle is 'Account Summary'. There are four summary boxes: 'CHECKED OUT TITLES' (0), 'OVERDUE' (0), 'TITLES ON HOLD' (0), and 'READY FOR PICKUP' (0). Below these is a section for 'Recommended for you'. On the left side, there is a sidebar menu with 'Your Account' expanded. A black arrow points to the 'Materials Requests' link in the sidebar.

4.) Click **Submit a New Materials Request**.



The screenshot shows the 'My Materials Requests' page. The top navigation bar is the same. The page title is 'My Materials Requests'. A blue banner at the top says 'We limit patrons to 7 active material requests at a time. You currently have 0 active material requests.' Below this is a 'Filters' section with a 'Show' dropdown set to 'Open material requests' and an 'Update Filters' button. A yellow banner below the filters says 'There are no materials requests that meet your criteria.' At the bottom, there is a blue button labeled 'Submit a New Materials Request' with a black arrow pointing to it.

5.) Fill out the form with as much detail as you can about the item you are requesting.

### Materials Request

**Before submitting this form, please do a thorough search of the entire catalog. If the item is not in the catalog, we will attempt to purchase your item or get it through an Interlibrary Loan.**

**Title Information**

Format **Required** Audiobook

Title **Required** Keeping Score

Author **Required** Adam Up

Publication Year 2016

**Additional Details (optional)**

Comments

**Contact Information**

Email email@gmail.com

Phone **Required** 636-555-5555

**Hold Options**

Place a hold for me when the item is available?  Yes  No

Pick-up Branch **Required** Scenic Regional-Union

**Submit Materials Request**

6.) Click **Submit Materials Request** at the bottom of the form. Your request has been submitted!

7.) If you have an email set up through your account, you will receive an email letting you know that your request has been submitted. You will be emailed updates when the status is changed. If you only have a phone number listed, you will need to periodically check your account to see updates.

8.) You can keep track of your material requests through your account. You can cancel requests and see status updates here. You are limited to 7 active requests at a time.

### My Materials Requests

We limit patrons to 7 active material requests at a time. You currently have 1 active material requests.

**Filters**

Show  Open material requests  All material requests [Update Filters](#)

Title	Author	Format	Status	Created	
Keeping Score	Adam Up	Audiobook	Request Received	May 27, 2025	<a href="#">Details</a> <a href="#">Cancel Materials Request</a>

[Submit a New Materials Request](#)