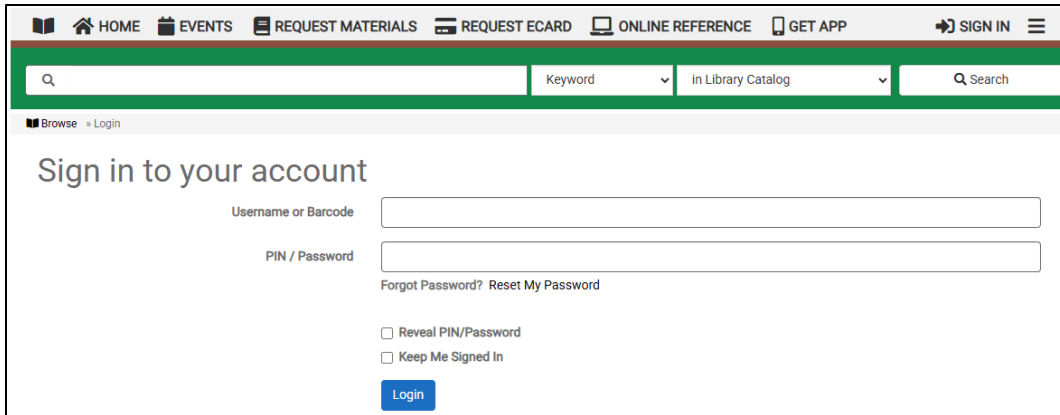


Submitting a Purchase Request at Scenic Regional Library

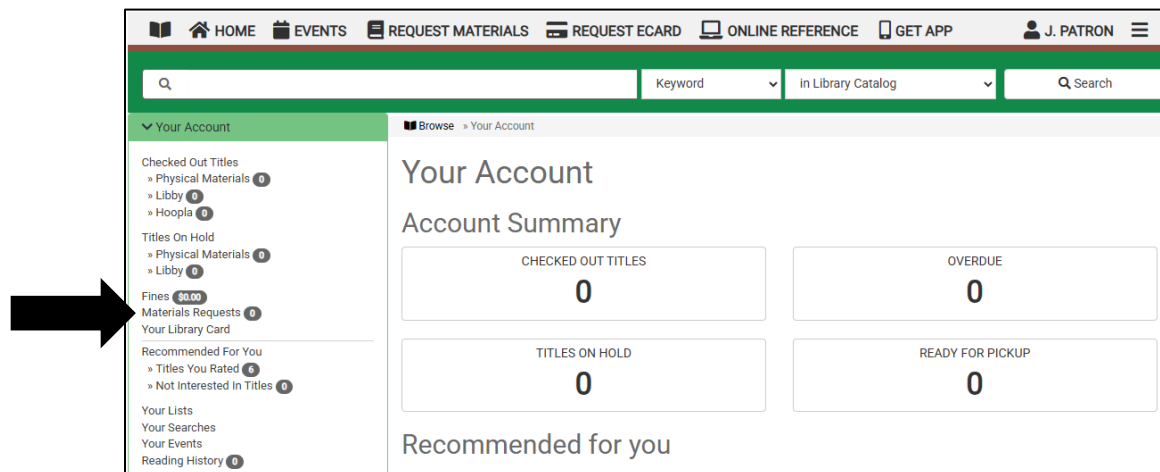
1.) Sign into your account [HERE](#) using your library number and birthday using the format of 1/1/2000. If you have set up your own username and password for your library account, please use this instead.



The screenshot shows the library website's login page. At the top is a navigation bar with links: 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 these fields are links for 'Forgot Password?' and 'Reset My Password'. There are also checkboxes for 'Reveal PIN/Password' and 'Keep Me Signed In'. A blue 'Login' button is at the bottom.

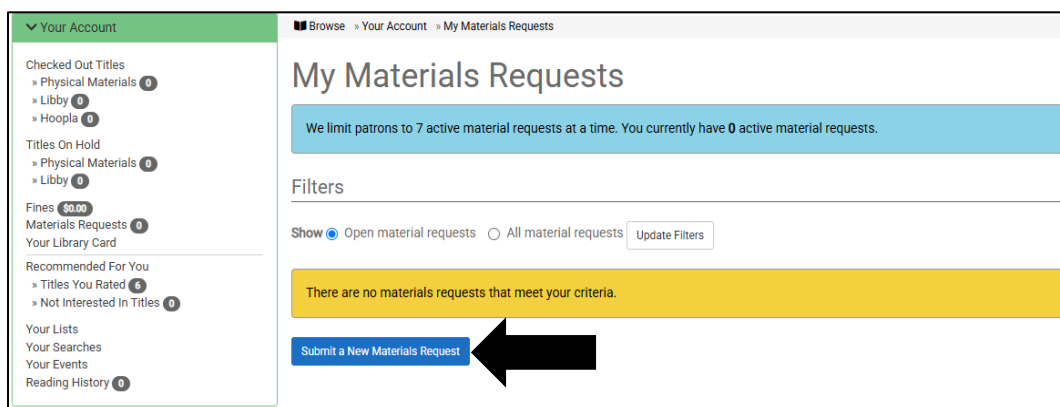
2.) After signing in, the catalog will take you to **Your Account**.

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



The screenshot shows the 'Your Account' page. The left sidebar has a menu with options: Checked Out Titles, Libby, Hoopla, Titles On Hold, Fines, Materials Requests, Your Library Card, Recommended For You, Your Lists, Your Searches, Your Events, and Reading History. A large black arrow points to the 'Materials Requests' option. The main content area is titled 'Your Account' and 'Account Summary'. It displays four statistics: CHECKED OUT TITLES (0), OVERDUE (0), TITLES ON HOLD (0), and READY FOR PICKUP (0). Below this is a section titled 'Recommended for you'.

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



The screenshot shows the 'My Materials Requests' page. The left sidebar is the same as the previous page. The main content area is titled 'My Materials Requests'. It has a blue banner that 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 says 'There are no materials requests that meet your criteria.' At the bottom 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	DetailsCancel Materials Request

Submit a New Materials Request