Requesting Materials in the LC Online Catalog (catalog.loc.gov)

Library of Congress registered readers may use the LC Online Catalog (catalog.loc.gov) to request materials from the Library’s general collections, the Law Library, and the Music Division. Materials will be retrieved for use only in the Library’s Main, European, Hispanic, Law Library, Performing Arts, and Science and Business reading rooms.

To use this service, you must first obtain a Reader Identification Card, which displays your individual Patron Account Number. To login for the first time, you will receive a temporary password either in person or by email. You will then be prompted to create your own personal password (see Topic 4 for password instructions).

Topic 1 – Requesting Materials

Materials may only be requested while viewing an individual catalog record with a Request in value of Jefferson or Adams Building Reading Rooms; Law Library Reading Room; or Performing Arts Reading Room. Requests must be submitted one item at a time.

1. While viewing an LC Online Catalog full record, select Request this Item.

![Sample Reader Identification Card](image)

![Sample Reader Identification Card](image)

2. Enter your Last Name, Account Number and Password. When you first log in, use the temporary password given to you by the Library, then select Login to continue (see Topic 4 for password instructions).
Reading Room Basic Patrons: please follow step 3a
Special Researchers: please follow step 3b
Congressional Patrons: please follow step 3c

3a. Reading Room Basic Patrons - To Request an Item, please select the Delivery Location where you want your materials delivered. If you are in a reading room, you may choose to have your items delivered to a specific desk by choosing Reading Room Desk and providing your desk number (do not enter a desk number if you are not in a reading room). Materials without desk numbers will be held for 48 hours at the Book Service desk. Add Additional Information, if needed.

Request an Item

Roughing it,
Copy/Volume Information
- Jefferson or Adams Building Reading Rooms (PS1318 .A1 1888)

Additional Information
- Please provide any additional information (optional - 200 character limit)

Delivery Information
Select Delivery Location
- European Reading Room (LJ 249) - Reader
- Main Reading Room (LJ 100) - Reader
- Science & Business RR (Center Rm LA 508) - Reader
- Hispanic Reading Room (LJ 240) - Reader

Delivery Option
- Add Reading Room Desk #

Enter Reading Room Desk #
- 24
3b. Special Researchers - To Request an Item, please select the Delivery Location where you want your materials delivered. On log in, your study desk number will be automatically populated. Select Study Desk if you want your materials delivered to this location. Alternatively, to select a reading room as the Delivery Location, choose Reading Room Desk under Delivery Option, then enter a desk number. Add Additional Information, if needed.

Request an Item
Roughing it,

Copy/Volume Information
☒ Jefferson or Adams Building Reading Rooms (PS1318 .A1 1888)

Additional Information
Please provide any additional information (optional - 200 character limit)

Delivery Information
Select Delivery Location
☒ Adams Charge Station (LA 5244) - Research Facilities
☒ MRR Afc 1 (LJ 100) - Research Facilities
☒ European Reading Room (LJ 249) - Reader
☒ Main Reading Room (LJ 100) - Reader
☒ Science & Business RR (Center Rm LA 508) - Reader
☒ Hispanic Reading Room (LJ 240) - Reader
☒ Study Desks DJ120A60

Delivery Option
☐ Add Reading Room Desk #

3c. Congressional Patrons – To submit a Congressional Request, please fill out the following form.

Congressional Request
Roughing it,

Phone Number
(202) 555-1212

Office Name
Please enter your office name

Delivery Address
Please enter your delivery address

Email Address
example@address.com (optional)

Additional Information
Please provide any additional information (optional - 200 character limit)

Cancel Clear Send Request
4. Before sending your request, you may choose to receive email notifications on the status of your request. If you select Yes, confirm your email address, then click Send Request to complete the transaction.

*Please note:* if you provided an email address during the Reader Registration process, the email address you provided will appear in Email Address box. If you wish to receive notifications at a different email address, type in the new address. This new address will be *used only for your current request* – the next request you issue will reset your email to the address associated with your Patron Account.

![Email Information Form]

5. If your request was successful, you will receive the following message:

**Request Successful**

*Your request was successful*

To return to the record display, click on the Return to Item Information link above.
Topic 2 – Requesting Materials STORED OFFSITE

Materials marked with the legend “STORED OFFSITE” will be delivered the next business day, excluding Saturdays.

Request an Item

Please note the following important information:

- Materials STORED OFFSITE will be delivered the next business day, excluding Saturdays.

Roughing it,

Copy/Volume Information

- Jefferson or Adams Building Reading Rooms (PS1318 .A1 1904)
- Stored Offsite Jefferson or Adams Building Reading Rooms - STORED OFFSITE (PS1318 .A1 1904 FT MEADE)

Reading Room Basic Patrons: please follow step 1a

Special Researchers: please follow step 1b

Congressional Patrons: please follow step 3c above

1a. Reading Room Basic Patrons - When selecting an item marked as “STORED OFFSITE,” enter the message “Hold at Book Service desk” in Additional Information. Then select the Delivery Location for the Book Service desk where you will pick up your materials. Do not enter a desk number even if you are in a reading room because this desk may not be available the next day. Add other Additional Information, if needed.
1b. Special Researchers - When selecting an item marked as “STORED OFFSITE,” select the Delivery Location where you want your materials delivered. On log in, your study desk number will be automatically populated. Select Study Desk if you want your materials delivered to this location. Alternatively, to select a reading room as the Delivery Location enter the message “Hold at Book Service desk” in Additional Information. Do not enter a desk number even if you are in a reading room because this desk may not be available the next day. Add other Additional Information, if needed.

1c. Congressional Patrons - To submit a Congressional Request for items marked as “STORED OFFSITE,” please fill out the same form described in step 3c above.
2. Before sending your request, you may choose to receive email notifications on the status of your request. If you select Yes, confirm your email address, then click Send Request to complete the transaction.

*Please note:* if you provided an email address during the Reader Registration process, the email address you provided will appear in Email Address box. If you wish to receive notifications at a different email address, type in the new address. This new address will be used only for your current request – the next request you issue will reset your email to the address associated with your Patron Account.

![Email Information form]

3. After selecting Send Request, you will receive a message asking you to confirm your understanding that the materials you requested will be delivered to the Library on the next business day. Select Confirm Request to complete your transaction.

![Confirm Offsite Request form]
**Topic 3 – Account Information**

In addition to receiving status updates by email (if you selected this option when submitting your request), you can also check the status of your request and view your charged items using **Account Info**.

1. To access **Account Info**, log into the LC Online Catalog via the **Login** link, located at the top right of each page. Select **Account Info** from the drop-down list. You will then be prompted to log on using your **Last Name**, **Account Number**, and **Password** (as described in **Topic 1**). If you have previously logged onto the system, you may only be prompted for your **Account Number**.

2. **Account Info** displays a table of your **Requested Materials** along with their current **Status**. The initial **Status** for all requests is **Pending**. When a request has been successfully filled, the status changed to **Item located and in transit** (other “status” conditions describe unfilled requests, delays, or substitutions). To re-sort the columns of the table by **Title**, **Author**, **Date Processed**, etc., click the link in the column header.

<table>
<thead>
<tr>
<th>#</th>
<th>Title</th>
<th>Author</th>
<th>Call Number</th>
<th>Vol/Year/Date</th>
<th>Delivery Location</th>
<th>Date Processed</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>American civilization; edited by Daniel J. Boorstin; texts by William H. Goetzmann ... [and others].</td>
<td>Boorstin, Daniel J. (Daniel Joseph), 1914-2004.</td>
<td>E169.1 .B75125 1972b FT MEADE</td>
<td>Main Reading Room (LJ 100) - Reader</td>
<td>08/19/2016 4:51 PM</td>
<td>Pending</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Roughing it,</td>
<td>Twain, Mark, 1835-1910.</td>
<td>PS1318 .A1 1904 FT MEADE</td>
<td>Main Reading Room (LJ 100) - Reader</td>
<td>08/19/2016 4:30 PM</td>
<td>Item located and in transit</td>
<td></td>
</tr>
</tbody>
</table>
Topic 4 – Password Creation and Maintenance

When you first log on, use the temporary password supplied by the Library. This password is available:

- In person from the Center Circulation Desk in the Main or the Science and Business reading rooms
- By email, if you provided the Library with your email address when you registered as a reader. From Account Info, click Forgot your password? to receive a temporary password at the email address currently on file.

Passwords must be 5-12 characters long and may include any combination of letters (upper and lower case) and numbers. Do not use punctuation, spacing, or special characters (such as asterisks or exclamation points). If you have problems, please call the Accounts Unit of Collections Access, Loan and Management Division at 202-707-5441.

1. **Forgot your password?** From Account Info, click Forgot your password? Fill in your Last Name and Account Number. A temporary password will be emailed to the address currently associated with your Patron Account.

2. **Change Your Password** – Log into Account Info and click Change Password from Patron Information. This link takes you to the Change Your Password form, where you can enter new password information.