

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

Library of Congress registered readers may use the LC Online Catalog ([catalog.loc.gov](http://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).



Account  
Number

**Sample Reader Identification Card**  
(issued to Library of Congress patrons)

### 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**.

Personal name Twain, Mark, 1835-1910.		
Main title Roughing it / by Mark Twain (Samuel L. Clemens) ; fully illustrated by eminent artists.		
Published/Created Hartford, Conn. : American Publishing Company, 1888.		
<input type="button" value="Request this Item"/>	<input type="button" value="LC Find It"/>	<input type="button" value="Where to Request"/>
LCCN Permalink <a href="https://lccn.loc.gov/31022320">https://lccn.loc.gov/31022320</a>	Description xviii, [19]-591 p. : frontispiece, illustrations, plates, ; 22 cm.	
<b>Where to Request</b>		
CALL NUMBER PS1318 .A1 1888 Copy 1	<input type="text" value="Request in Jefferson or Adams Building Reading Rooms"/>	
Status Not Charged		

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).

Last Name <input type="text" value="Public"/>		
Account Number <input type="text" value="....."/>		
Password <input type="text" value="....."/>		
<input type="button" value="Cancel"/>	<input type="button" value="Clear"/>	<input type="button" value="Login"/>

**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 Alc 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)


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**

Receive status updates via Email  Yes  No 

**Email Address**

john.public@xxx.com 

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.

### 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

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

#### Additional Information

Hold at Book Service desk

#### 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 #

**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.

## Request an Item

**Please note the following important information:**

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

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### Roughing it,

#### Copy/Volume Information

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

#### Additional Information

Hold at Book Service desk.

#### Delivery Information

Select Delivery Location

Adams Charge Station (LA 5244) - Research Facilities

MRR Alc 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 #

**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

Receive status updates via Email  Yes  No

Email Address

john.public@xxx.com

Cancel Clear Send Request

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

Please Confirm Your Offsite Request

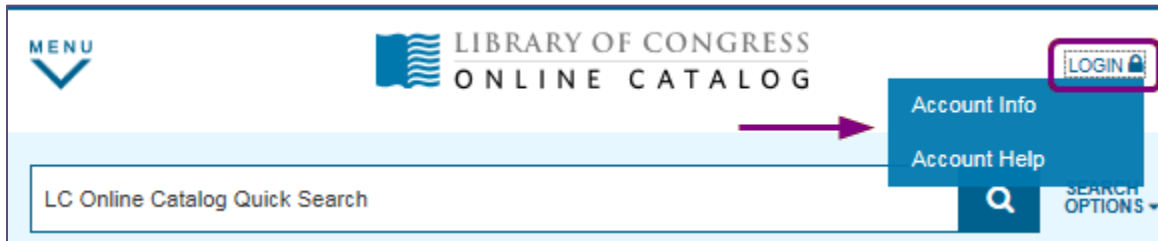
- Materials STORED OFFSITE will be delivered the next business day, excluding Saturdays.
- To continue with this request, select the Confirm Request button below. Otherwise, select Cancel and continue searching for materials.

Cancel Confirm Request

## 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**.

- 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*.



- 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.

**Requested Materials**

Requests for materials remain in Account Information for 28 days. [Click on any column header to re-sort.](#)

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



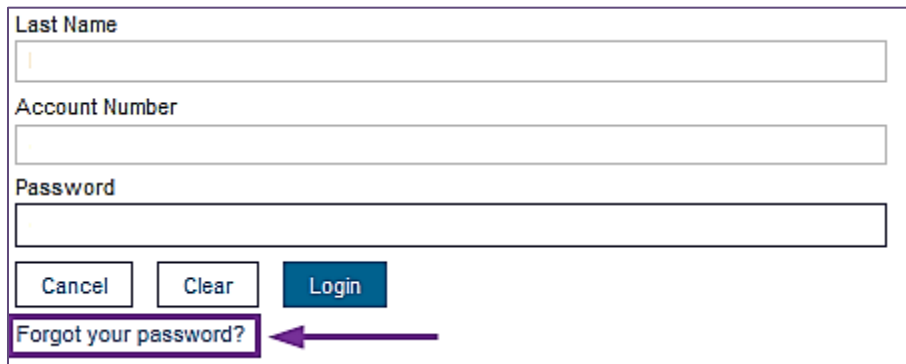
## Topic 4 – Password Creation and Maintenance

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

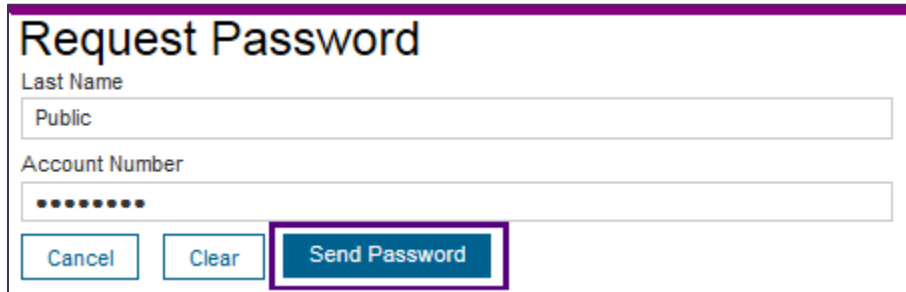
- *In person* from the Center Circulation Desk in the *Main* or the *Science and Business* reading rooms
- *By email*, if you provided the Library with your email address when you registered as a reader. From **Account Info**, click **Forgot your password?** to receive a temporary password at the email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

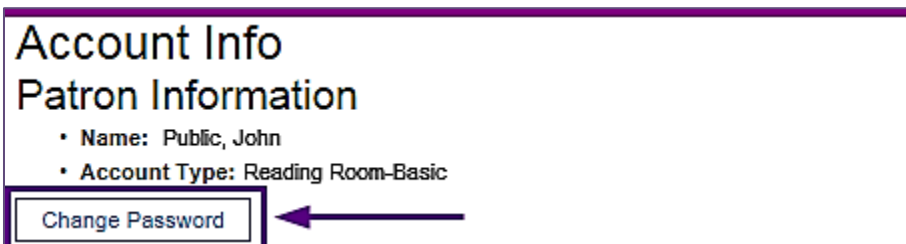


This screenshot shows a login form with three input fields: "Last Name", "Account Number", and "Password". Below the fields are three buttons: "Cancel", "Clear", and "Login". The "Forgot your password?" link is highlighted with a purple box, and a purple arrow points to it from the right.

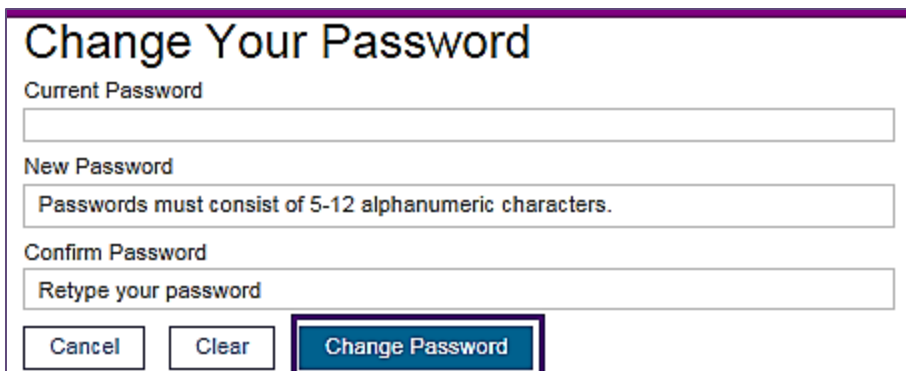


This screenshot shows the "Request Password" form. It has two input fields: "Last Name" (containing "Public") and "Account Number" (containing seven dots). Below the fields are three buttons: "Cancel", "Clear", and "Send Password". The "Send Password" button is highlighted with a purple box.

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.



This screenshot shows the "Account Info" page under the "Patron Information" section. It lists "Name: Public, John" and "Account Type: Reading Room-Basic". The "Change Password" link is highlighted with a purple box, and a purple arrow points to it from the right.



This screenshot shows the "Change Your Password" form. It has three input fields: "Current Password", "New Password" (with a note: "Passwords must consist of 5-12 alphanumeric characters."), and "Confirm Password" (with a note: "Retype your password"). Below the fields are three buttons: "Cancel", "Clear", and "Change Password". The "Change Password" button is highlighted with a purple box.