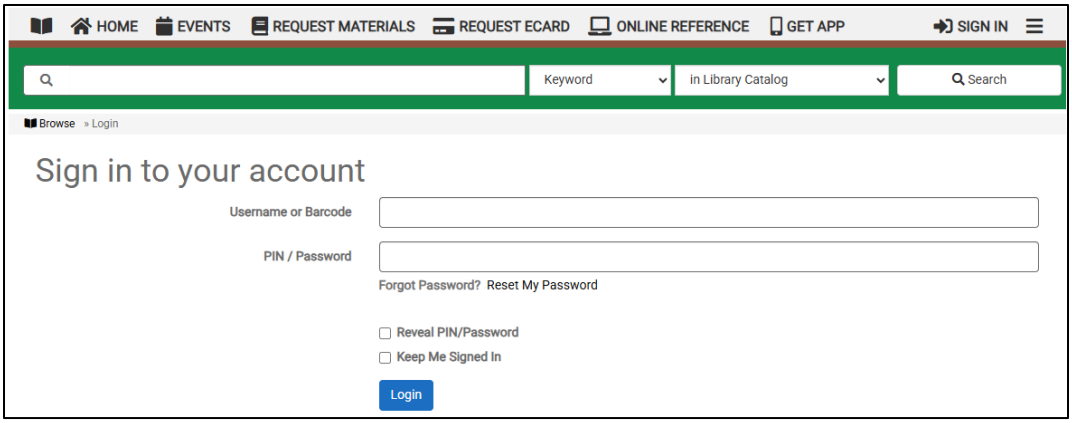
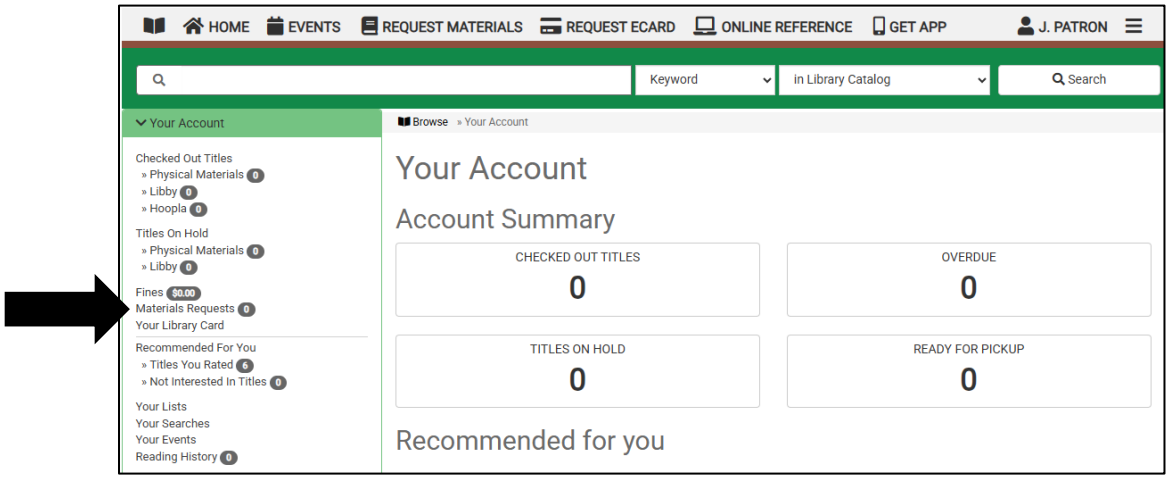
Submitting a Purchase Request at Scenic Regional Library

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.

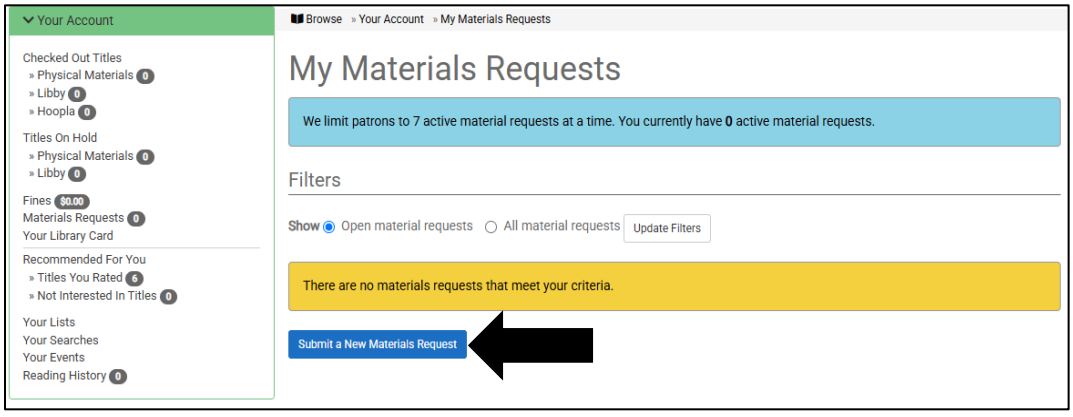


2.) After signing in, the catalog will take you to **Your Account**.

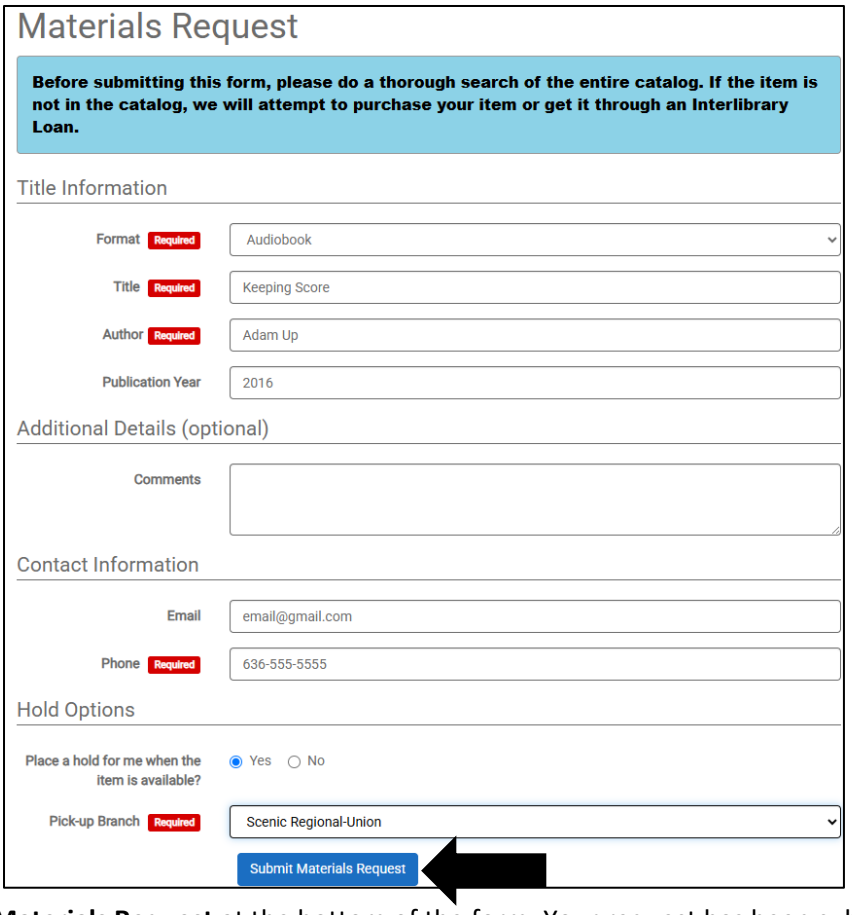
3.) Select **Material Requests** on the left-hand side of your account.



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



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



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.

