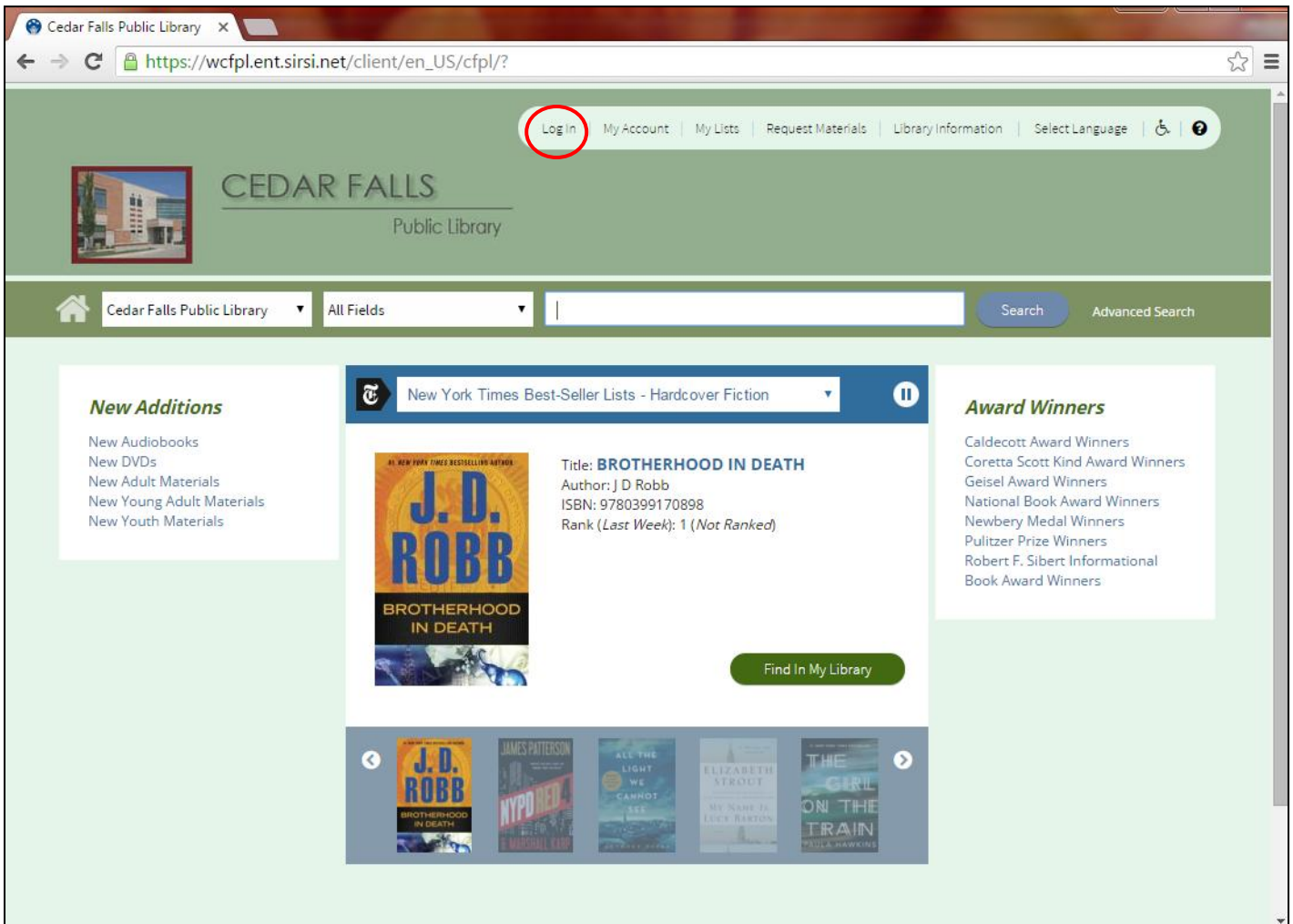


Requesting Items at the Cedar Falls Public Library

1. Visit the Cedar Falls Public Library [catalog](#)

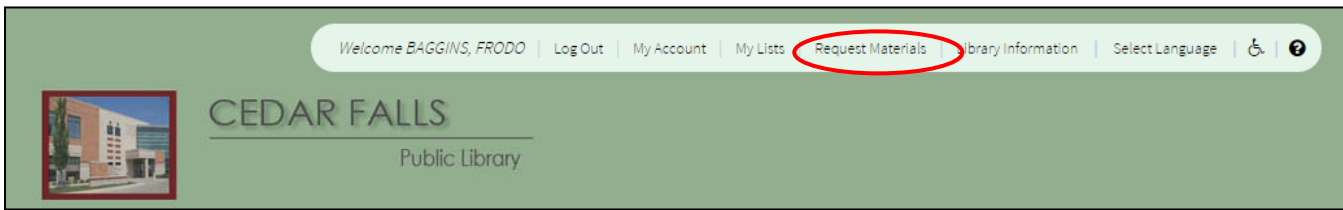


2. Log in to your patron account using your library card barcode and PIN. If you got your library card **before** 02-14-2016, your default PIN is the last four digits of your phone number. If you got your library card 02-14-2016 or **after**, click "Forgot my PIN".

The screenshot shows a login form with the following elements:

- A blue header bar with a close button (X).
- A "Barcode:" label followed by an input field containing the value "28615100212755".
- A "PIN:" label followed by an input field containing four dots (••••).
- A red link with a question mark icon and the text "Forgot my PIN".
- A blue "Log In" button.

3. Click the “Request Materials” button. There is only one form to request items the library doesn’t own. This includes requests for purchase as well as Interlibrary Loan.



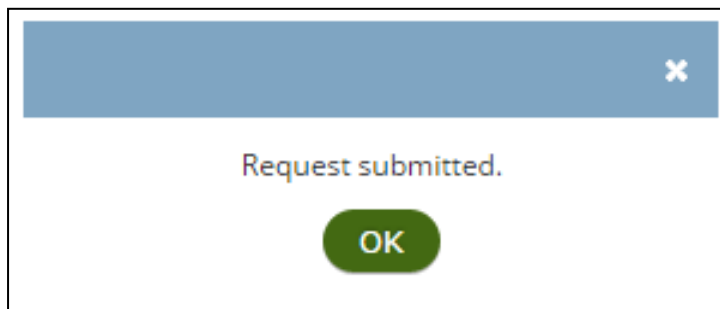
4. Fill out the form with as much information as possible, including format. Feel free to add comments as needed.

A screenshot of the 'Make a Request' form on the Cedar Falls Public Library website. The form is filled out with the following information:

- Request Type: Materials Request
- Title: The History of the Lord of the Rings
- Author: J.R.R. Tolkien (Author), Christopher Tolkien (Editor)
- Publisher: (empty)
- ISBN/ISSN: (empty)
- Format: Book
- Comment: I would like all four volumes

A 'Submit' button is visible at the bottom left of the form.

5. Click “OK”! We will contact you when your item is ready to be picked up, or if there are any issues with your request.



6. Look in your account to see your requests.

The screenshot shows the Cedar Falls Public Library website. At the top, a navigation bar includes a welcome message "Welcome BAGGINS, FRODO", a "Log Out" link, and a "My Account" link which is circled in red. Other navigation links include "My Lists", "Request Materials", "Library Information", and "Select Language". Below the navigation bar is the library's logo and name "CEDAR FALLS Public Library". A search bar is present with a "Search" button and a link to "Advanced Search".

The main content area features a horizontal menu with tabs for "Personal Information", "Checkouts", "Holds", "Fines", and "Requests". The "Requests" tab is selected and circled in red. Below this menu are "Edit" and "Cancel" buttons. A "Requests" section is expanded, showing a "Materials Request" for "The History of the Lord of the Rings" by J.R.R. Tolkien. The request details are as follows:

- Title:** The History of the Lord of the Rings
- Author:** J.R.R. Tolkien (Author), Christopher Tolkien (Editor)
- Format:** Book
- Comment:** I would like all four volumes

On the right side of the page, a "Your status: OK" section displays summary statistics:

Checkouts	
Digital:	0
Library:	0

Holds	
Digital:	0
Library:	1

Fines	
Total due:	\$0.00