

TRACpac Request

- to place holds on new titles in books, videos, sound recordings and large print
- search resources
- check and manage hold/request
- browse the Top 10 Best Sellers in both Fiction and Non-Fiction and quickly place a hold
- find what is available for TV and movies

How does a library catalog work?

- each record in TRACpac contain specific information about the item: title, author and subject - all of which are searchable. Helping you to find exactly what you are looking for when you enter information into a search box

Can't Find What You Want?

- if you are unable to find what you are looking for in TRACpac, your library card allows you to search for other options
 - TAL Online - materials from most Alberta libraries; which include, cities, universities, community colleges and libraries who are not TRAC member
 - ME Libraries

Need more information, check with your local library

Your library delivers **24/7 library services** right to your home, office or coffee shop computer with TRACpac online catalog



Northern Lights Library System

5615 48 St
Elk Point, Alberta T0A 1A0
780-724-2596
www.nlls.ab.ca

HOLDS



TRAC is a partnership of Northern Lights, Marigold, Peace and Yellowhead Library Systems.

Search from a computer, tablet, smart phone or from a computer in the library which may have additional features.

Requests

PLACE A HOLD

Log in to www.tracpac.ab.ca

1. Select **MY ACCOUNT**. Type in your 14 digit library barcode and your 4 digit password (PIN)
2. Search for a title
3. Select the title you want
4. Select **Place Request** or **One-Click Request**



- Place Request will require you to select or verify your **Pickup Library** and click on **submit request**
- **One-Click** will submit your request and give you a message stating that the request has been entered

5. After Submit Request in the Place Request option, you will be informed of the current active request for the title and have the option to continue with placing a hold, followed with a confirmation message.



REQUEST FOR LATER

1. From the search results, click on **ADD TO LIST**
2. Follow the prompts to include title on a list
3. When ready to place hold, locate **MY LIST** from left side dashboard, select the title and follow the procedure to place a hold

Manage Holds

VIEW

1. Log In
2. Click My ACCOUNT and select **REQUESTS**
3. A list of all the items you have on hold will display with a pickup location, hold position and status of hold
 - **ACTIVE** - hold has been placed
 - **PENDING** - waiting to be filled
 - **SHIPPED** - on its way
 - **HELD** - ready for picku
 - **INACTIVE**
 - **CANCELLED**

SUSPEND/REACTIVATE

To **suspend** hold(s) if you do not wish to receive item

1. Click the box beside the item(s) and click **SUSPEND/REACTIVATE SELECT**
2. Enter a new activation date
3. Click **SUBMIT** to complete transaction
4. The hold status will now display as *inactive*

To **reactivate** hold(s) follow the steps outline in suspend hold but enter today's date. The status will now display as *active*

CANCEL

Holds must have the status of *active*, *pending* or *inactive* to be able to cancel

1. Click the box beside the item(s) and click **CANCEL SELECTED**
2. Click **SUBMIT** to complete transaction
3. The status will now display as *cancelled*

CHANGE PICKUP LOCATION

1. Click the box beside the item(s) and click **CHANGE PICKUP LOCATION**
2. Select desired location from list
3. Click **SUBMIT** to complete transaction

Specific Items

MAGAZINE

You can place a hold on a specific volume or issue.

Example **SEARCHing** for a magazine

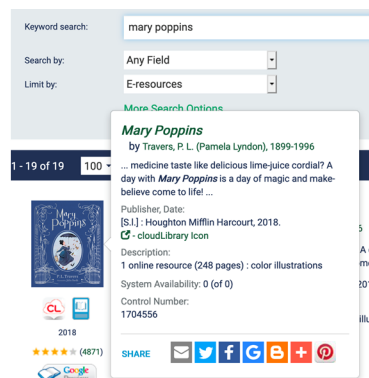
1. In the search box, type **PEOPLE MAGAZINE**
2. Select **WHERE IS IT?**
3. Search for the specific volume or issues and click **➔** icon to place request
4. You will receive a confirmation message

Sharing

SOCIAL MEDIA

Share your reading selections on social media by clicking on the jacket cover icon.

- select your social media of choice



YOUR LIST

Do you think that one of your list must be shared with others? Now you can.

1. **MY LISTS** is located in the left side dashboard
2. Select the specific list
3. Click either option: Printer Friendly or Email List

eResources

CLOUD LIBRARY

Once you have search and found your selection.

- select the item and click the blue **PLACE HOLD** button
- **NOTE:** you will also notice when the title will be available



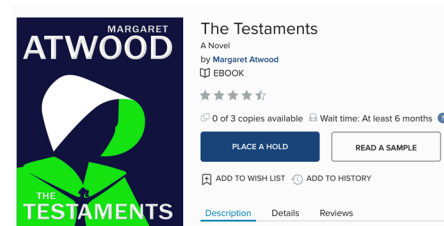
HOOPLA

Hoopla allows for content to be borrowed immediately.

OVERDRIVE

Once you have search and found your selection.

- select the item and click the blue **PLACE HOLD** button
- **NOTE:** you will also notice when the title will be available



OTHER OPTIONS

If items are not available in TRACpac or in the eResource, you may want to try:

- **TAL Online**
- **ME Libraries**

Check with your local library for more details.