



HACC

Central Pennsylvania's Community College
LIBRARY & INFORMATION RESOURCES

Requesting a Book Currently Charged Out or a Book from Another Campus

- ∞ Make your request for a book at another campus or one currently charged out from your own campus library by clicking on the “Request this Title” link found within the book’s catalog record.
- ∞ You will be prompted to enter your HACC ID and library PIN. Click on **Submit**.
- ∞ When the request record appears, select the campus to which you’d like your material sent; click on **Submit Hold**.
- ∞ Available materials from other HACC campuses (inter-campus loan) usually take three days to be delivered.
- ∞ Your request will take priority over renewals by the current user.
- ∞ Library staff will contact you when your book arrives on campus.