

How to Place an Item on Hold & Pick It Up at the Main, Blue Island, or Tinley Park Campus

*Hold*s can be placed on items owned by the MVCC library by using the **Request It** button in the library catalog. If you need to request an item owned by another library, please make the request by using the [Interlibrary Loan form](#).

What is a hold?

You can place a hold on an item that is *available* or one that is *currently checked out*.

If you place a hold on an *available* item, the item will be pulled from the collection by library staff and sent to the pick-up location that you indicate on the request form. You can pick up an item at the Main campus at the Library or have the item delivered to the Blue Island or Tinley Park Campus. **Please note: requests that are delivered to either the Blue Island or Tinley Park campus may take 1-3 business days.**



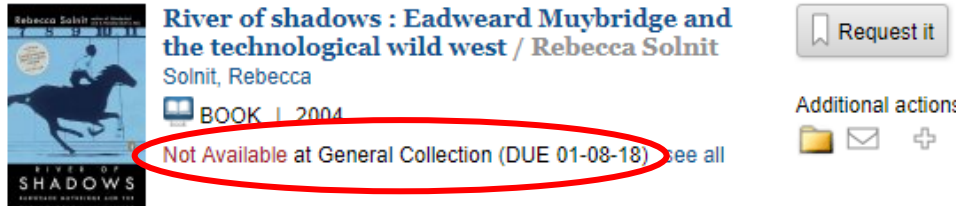
The Chicago food encyclopedia / edited by Carol Mighton Haddix, Bruce Kraig, and Colleen Taylor Sen ; foreword by Russell Lewis
BOOK | 2017
Available at General Collection (TX360.U63 C4534 2017) [See all](#)

Request it

Additional actions:   




Detailed description: This is a screenshot of a library catalog entry. On the left is a book cover for 'The Chicago Food Encyclopedia'. To the right of the cover is the title and author information: 'The Chicago food encyclopedia / edited by Carol Mighton Haddix, Bruce Kraig, and Colleen Taylor Sen ; foreword by Russell Lewis'. Below the title is 'BOOK | 2017'. A red circle highlights the text 'Available at General Collection (TX360.U63 C4534 2017)'. To the right of the title is a 'Request it' button. Below that is the text 'Additional actions:' followed by three icons: a folder, an envelope, and a plus sign.

If you place a hold on an item that is *currently checked out*, you will be placed “next in line” for the item, and, it will be put on hold for you immediately after the item is returned by the patron who currently has it checked out. **Please note: requests that are delivered to either the Blue Island or Tinley Park campus may take 1-3 business days.**



River of shadows : Eadweard Muybridge and the technological wild west / Rebecca Solnit
Solnit, Rebecca
BOOK | 2004
Not Available at General Collection (DUE 01-08-18) [See all](#)

Request it

Additional actions:   

Detailed description: This is a screenshot of a library catalog entry. On the left is a book cover for 'River of shadows'. To the right of the cover is the title and author information: 'River of shadows : Eadweard Muybridge and the technological wild west / Rebecca Solnit'. Below the title is 'Solnit, Rebecca'. Below that is 'BOOK | 2004'. A red circle highlights the text 'Not Available at General Collection (DUE 01-08-18)'. To the right of the title is a 'Request it' button. Below that is the text 'Additional actions:' followed by three icons: a folder, an envelope, and a plus sign.

How to place a hold

Search the [library catalog](#) to find items owned by the MVCC Library.

Then click the **Request it** button in the catalog.


LIBRARY Moraine Valley Community College

RESEARCH TOOLS ASK A LIBRARIAN LIBRARY HOURS ABOUT US

View Saved Records (0 items) | Login

Search ▶
Advanced Search

[← Back to results](#)



The EY exhibition : Paul Klee : making visible
/ edited by Matthew Gale

BOOK | Thames & Hudson | 2013
Available at General Collection (N6888.K55 E9 2013)


Request it

Additional actions:
📁 ✉️ ➕

Search Results

Previous result:
Paul Klee

Next result:
Top 101 artists /
edited by Shalini Saxena



Other Sources

[View in classic catalog](#)


Items

Location	Call No.	Status	MESSAGE
General Collection	N6888.K55 E9 2013	AVAILABLE	LOWER LEVEL

You are then prompted to login to the library system using your MVCC username and password.

Next, select a pick-up location for the item: MVCC Main Campus, Southwest Education Center (Tinley Park), or Blue Island.

[← Back to results](#)



The EY exhibition : Paul Klee : making visible
/ edited by Matthew Gale

BOOK | Thames & Hudson | 2013
Available at General Collection (N6888.K55 E9 2013)

Items

Location	Call No.	Status	MESSAGE
General Collection	N6888.K55 E9 2013	AVAILABLE	LOWER LEVEL

Request it

I would like to pick up this title from:

MVCC Main Campus ▼

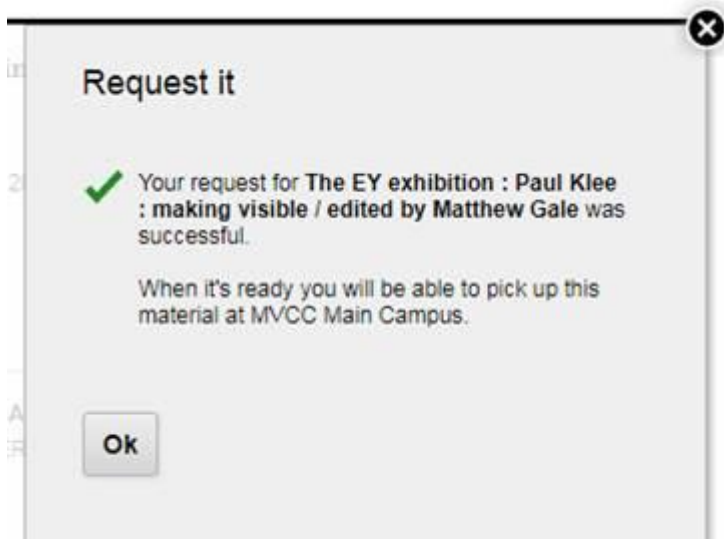
MVCC Main Campus

Blue Island Campus

Southwest Education Center

Submit Cancel

After submitting the request, you'll receive a confirmation:



You will receive an email when the hold has been processed and is available for pick-up in the location you selected.

The email will look something like this:

****ITEM HOLD--PICK UP NOTICE****

The item listed below will be held for you at the Library Circulation Desk for 7 days from the date of this notice. If you do not pick up the item within this time, your hold will be automatically cancelled and the item will become available to other patrons.

If you have any questions, please call (708) 974-5235.
(96)

AUTHOR:

TITLE: The EY exhibition : Paul Klee : making

CALL NO: N6888.K55 E9 2013

BARCODE: 35029004078174

LOCATION: General Collection

PICKUP AT: MVCC Main Campus

You have 7 days from the day the notice is sent out to pick up the item from the library.

If circulation staff has to cancel the hold for some reason, you will receive a cancellation notice via email.

Note: as a patron, you have access to your library account via the web. [Log in](#) to manage your Hold requests-- view the status of the request, change the pickup location (only before it has been processed), or cancel the hold.

Print

Sort by Hold Requested Date

UPDATE LIST

7 holds

CANCEL	TITLE	STATUS	PICKUP LOCATION	CANCEL IF NOT FILLED BY
<input type="checkbox"/>	Dada & Surrealism / [by] C. W. E. Bigsby	AVAILABLE	Pickup Location MVCC Main Campus	10-07-17
<input type="checkbox"/>	Francis Picabia : our heads are round so our thoughts can change direction / Anne Umland and Cathérine Hug ; with essays by George Baker, Carole Boulbès, Marsha Chlenova, Michèle C. Cone, Briony Fer, Gordon Hughes, David Joseit, Jean-Jacques Lebel, Bernard Marcasé, Arnauld Pierre, Juri Steiner, Adrian Sudhalter, Aurélie Verdier	AVAILABLE	Pickup Location MVCC Main Campus	10-07-17
<input type="checkbox"/>	Art that changed the world / [chief consultant, Ian Chilvers ; contributors, Iain Zaczek, Jude Welton, Caroline Bugler, Lorrie Mack]	AVAILABLE	Pickup Location Blue Island Campus	10-07-17
<input type="checkbox"/>	Graphic design : a new history / Stephen J. Eskilson	AVAILABLE	Pickup Location Southwest Education Center	10-07-17
<input type="checkbox"/>	Erik Satie : a Parisian composer and his world / Caroline Potter	AVAILABLE	Pickup Location MVCC Main Campus	10-07-17
<input type="checkbox"/>	Smile of the Buddha : Eastern philosophy and Western art from Monet to today / Jacquelynn Baas ; foreword by Robert A.F. Thurman	AVAILABLE	Pickup Location MVCC Main Campus	10-07-17
<input type="checkbox"/>	The EY exhibition : Paul Klee : making visible / edited by Matthew Gale	AVAILABLE	Pickup Location MVCC Main Campus	10-08-17

Sort by Hold Requested Date

UPDATE LIST