

## How to Request a Book Online from the San Diego Public Library

by Diane Rider

### **Before you begin:**

- Have your library card number handy.
- Realize you are dealing with the San Diego Public Library, do not consider branches yet.

### **Accessing your account:**

- Open the San Diego Public Library website <https://www.sandiego.gov/public-library>.
- Skip the top part and scroll to the orange box where it says Account Login.
- Type in your library card number.
- Your pin number is probably already registered as the last 4 digits of your phone number.
- Click **Log in** (in the gray box).
- You are now into your account. The next step is to find a book to check out.

### **Finding a book by Title or Browse:**

- **Title:** (top of page) If you know the title, under **keyword** choose title, then type the title (click) and you will see more information about the book.
- **Browse:** Go to the gray ruler and just under the library logo, click **Explore**. You are on your own for a while as you explore the shelves—so to speak. Don't forget to scroll down.
- When you see a book you might like, click it.
- Don't be discouraged if the book is not available, it only means you will have to wait.

### **Deciding if you want the book:**

- You see a picture of the book.
- You have not yet checked the book out. You may see a list of options such as Large Print, eBook and more.
- Click the picture or the title and scroll down to read more information about the book.
- If you decide you do not want this particular book, click the back arrow (top of the page on the left) to find a different book.

### **Ordering the book:**

- Click **Place Hold** to order the book.
- Choose the branch Library where you would like to **pick up** the book. Note: If your account defaults to Scripps Ranch Library, go to Settings to change the default pick-up library.
- If the book is available in any of the city libraries, you are number one on hold. If there is a waiting list, you can see the availability.

### **You have now ordered a book:**

- Wait for the email to tell you the book has arrived at the library you chose. It may take from a few days to quite a long time.
- If you want to see the progress of your book, access your account as explained above.
- Once the book arrives at the library, you have 13 days in which to pick it up.