

Reserving Sets and Materials from the RVP Instructional Materials Center and Professional Library

Go to the RVP Instructional Materials catalog site:

<http://mediacenter.greenville.k12.sc.us/quest/servlet/presentquestform.do?site=201>

Login with the following ID:

Username=IMCholds

Password=holds

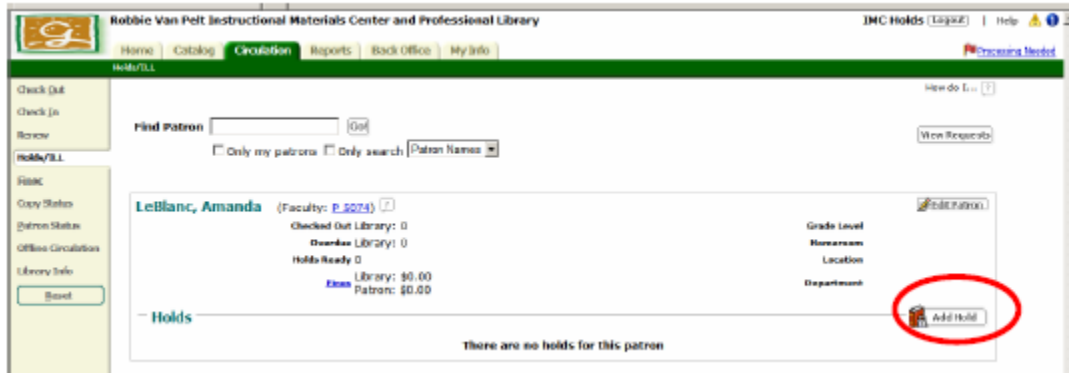


Once you are signed in, exit DestinyQuest, click on the Circulation tab, and go to Holds/ILL.

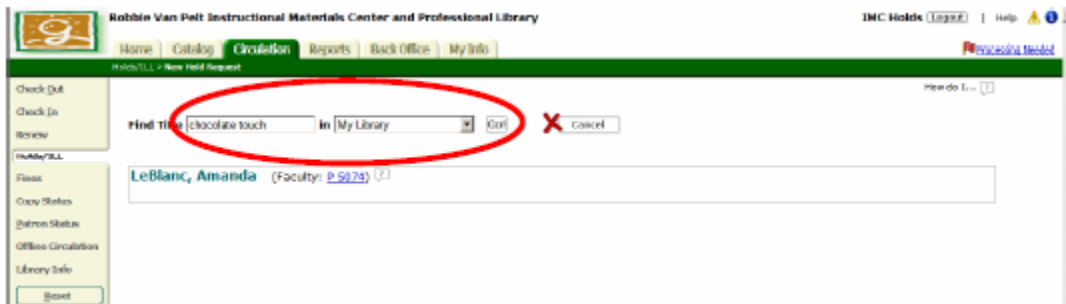
Uncheck the box that says "Only My Patrons" and search for the name of the faculty/staff person requesting materials. Choose the correct name from the list of patrons to go to the patron record.



Click on the “Add Hold” icon

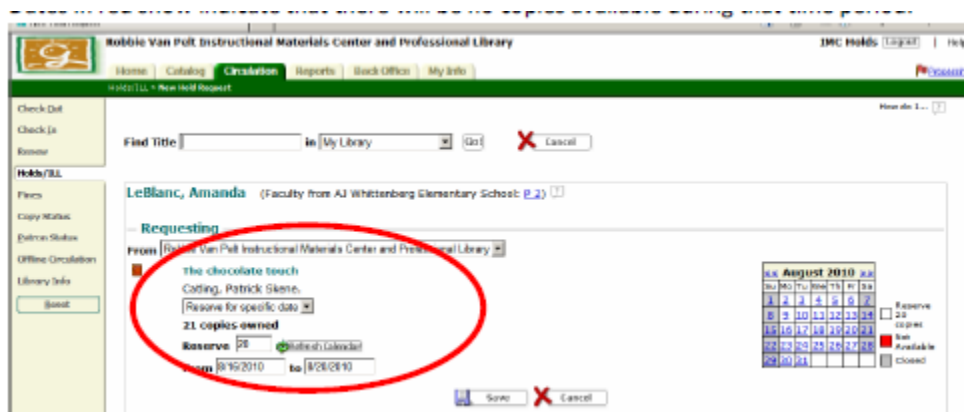


Now search for the title of the item requested - leave the setting on “My Library” to have it search only IMC holdings.



Select the title from the search results that you want to place a hold on. Please be careful to select the correct format (Big Book, book on CD, teacher guide, etc) of the title. **Change “As Soon As Possible” to “Reserve for a Specific Date.”** This is the only option that will let you request multiple copies of a title.

Enter the number of copies requested and the date/week that you would like them to be delivered. Dates in red show indicate that there will be no copies available during that time period. ***Please allow 2 weeks from the day request is entered and the date delivery is needed.**



Once you've completed all of the information, click "Save." You will get a confirmation message at the top of the screen if the request went through correctly. If you need to add another hold for this patron, just click on the "Add Hold" icon and repeat the process. To add a hold for another patron, use the search bar to find another name. If you need to delete this hold, click on the trash can next to the request in the Holds list.



You can view your holds at your home site by going to the circulation tab, clicking on "Holds/ILL" and then "View Requests." You will see all pending and ready holds. Once the items are checked out to the patron at the IMC, they will no longer appear on the holds screen.

