Searching for local items and placing holds for curbside pick-up

- Currently curbside pick-up is limited to materials owned by the pick-up location.
- There may be delays in filling requests as libraries adjust to the temporary curbside service model.

1) Go to the V-Cat Classic catalog: [https://catalog.wvls.org/](https://catalog.wvls.org/)
2) Select the library where you would like to pick up materials in the drop down menu.
   a) Check to see that the library is open **BY APPOINTMENT** and not CLOSED.
3) Begin your search.
4) Locate an item you would like to request.

5) Verify that the item is "available" at the library where you wish to pick up your items.

6) Click "Request"
7) Enter your **library card number** and **pin number** (usually the last 4 digits of your phone number).

8) Click ‘Submit’

9) Select the pickup library.

10) Click “Submit”.

11) To continue searching, click on Regular Display followed by Return to Browse to return to your first list of search results OR click on New Search to start a new search. (With new search the library you chose in step 2 should still appear, but it is a good idea to double check.)

12) Wait to hear from your library that materials are ready and schedule an appointment for pick-up.