

# USING THE LIBRARY OF CONGRESS: COLLECTION SERVICES

## REQUESTING MATERIALS

The Library of Congress is a closed-stack, non-lending library, which means we bring the books to you for use in our reading rooms. In most cases, those books are requested directly through our online catalog. Book delivery times will vary depending on the location where each book is stored; offsite books take longer.

### Setting Up Your Library Account.

1. Click on "Login" from the upper right side of the [catalog.loc.gov](http://catalog.loc.gov) page
2. Select "Account Info"
3. Enter your last name, as it appears on your reader's card
4. Enter your reader card number (located on your card, including the "R")
5. Enter the default password - **contact a reference librarian for the temporary password**
6. You will be asked to change your password the first time you log in

### Requesting a Book.

1. Search for the item in the Library of Congress online catalog at [catalog.loc.gov](http://catalog.loc.gov)
2. At the bottom of the record, look out for: location information to tell you where the item can be used and requested; status/availability; unusual call numbers that include locations like "Ft. Meade," "Cabin Branch," or "SpecMat" - some of these materials require 24-36 hours for delivery (weekdays only - there are no deliveries on weekends); digital items labelled "Available onsite via Stacks" are served from dedicated computers in the reading rooms.
3. Use the "Request this Item" button to submit a request for the item
4. Did you get an "Item not on shelf" notice? Contact a reference librarian. There may be another copy or edition available. A "Special Search" request form can also be submitted at [ask.loc.gov/special-search/](http://ask.loc.gov/special-search/)

#### TIPS!



**NEED YOUR MATERIALS FOR LONGER?** If you aren't done with your materials and want to use them another day, let us hold them for you. We have **Seven-Day Reserves** where readers may hold up to 10 books on our reserve shelves in Alcove 7 of the Main Reading Room. If you'd like to reserve materials for an *even longer* period, ask a reference librarian in the Main Reading Room for a **study shelf** application. Reference materials may not be reserved.

**TIMING MATTERS!** Try to look up what you might need before your visit. **Coordinate delivery of your materials in advance to make efficient use of your time** - Books that are onsite take about an hour to arrive and are held for three days; Books that are stored offsite can take 24-36 hours to arrive (no weekends) and are held for two weeks



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