Most Library items (except Course Reserves and Reference materials) are available for checkout! Please contact us at CPTCLibrary@cptc.edu or 253-589-5544 if you would like us to put an item on hold for you.

Or, you can place a request yourself! Just follow the steps below!

**Step 1:** Go to the Library’s web page. You can find us from the CPTC homepage...

Or find us directly at [www.cptc.edu/library](http://www.cptc.edu/library).

The CPTC Learning Resource Center is located in Building 15 on the Lakewood Campus. The LRC is open to all enrolled CPTC students, and all CPTC faculty and staff.

**Library & Computer Lab Hours:**

- All students and visitors are required to complete COVID-19 training and check-in to enter or exit buildings on campus.
- The Learning Resource Center will be providing the following remote services during Fall 2020:
  - Free printing and pickup for students
  - Book, media & equipment hold requests and checkout for students, faculty and staff
  - Remote scanning services for faculty and students
Step 2: Scroll down the page, until you see Library Databases, and click on “Primo One Search (books and more)."

This is what you’ll see! (You can always bookmark this page, for easy access!)
Step 3: Click Login, at the upper right hand corner of the screen.

When the login box appears, log in using your CPTC WiFi login and password.
If you see your name in the corner, you’re logged in!

**Step 4:** Search for what you want! Type a title, author, or some keywords into the search box. You’ll see some search suggestions below. You can click a suggestion, or click the magnifying glass to search for what you typed.
Step 5: Your search results will look something like this. If you see the words **Available at Clover Park Technical College Library Circulation** underneath the item that you want, you can borrow it! Click on the title for more information.

Step 6: Look for the words “Get It,” and click on “Request.”
Step 7: Then click “Send Request.”

Success! Click the “x” to exit this screen and keep searching, or log out.
Step 8: When your hold request is ready and waiting for you, you will receive a message in your CPTC email that looks like the one below. (Be sure to check spam or junk mail, just in case!) Now you'll want to make an appointment to pick it up! Click on the Microsoft Bookings link, or give us a call.

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**On Hold Shelf Letter**

DERYLAK, DEBORAH
UNAVAILABLE

Dear DEBORAH,

The following item, which you requested on 09/16/2020, can be picked up at Clover Park Technical College Library - Circulation Desk Circulation Desk.
The item will be held for you until 10/06/2020.
Fahrenheit 451 / By: Bradbury, Ray,

To schedule an appointment to pick up your requested item(s), please visit our Microsoft Bookings page and select LRC - Holds Pickup, or call the Library at 253-589-5544.

Sincerely
Circulation Department - 253-589-5544

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Step 9: When you click on the Bookings link, this is what you'll see. Click on LRC - Holds Pickup to see available appointment times.
Step 10: Pick your appointment time...

... and please provide us with some more information - including your student ID (if you're a student!)
Success! Click OK to continue.

You will see a confirmation screen - where you can cancel or reschedule your appointment, or make a different kind of appointment, if you wish. Just close the webpage if you're all done.
You will also receive an email confirmation, sent to the email address that you provided with your booking.

And finally... Come see us, at your scheduled time!

- Pickup will be at the entrance to Building 15, on the west side of the building (facing Building 17). Please bring ID (CPTC ID, a driver’s license, or a state ID), so we can confirm your identity for checking your items out to you.

- One person per time slot. Please do not gather outside of Building 15 to wait for your appointments.

- Library patrons are required to have checked in, been screened, and have facial coverings on even though they will not be entering the LRC. Appointments will be rescheduled for students not wearing a mask.