To Place a Request in Your Library Catalog Account

Please follow the following steps from the library online catalog.
To make hold requests in the library catalog, you must first log into your account. If you do not have an account, please follow the posted procedures for doing so.
To log into your account, click on “Log in/Register” from the dropdown menu under “My Account”.
Enter your Username or Barcode which will be your NEC ID number. Enter your password. Click on “Log in”
Once you have logged in, your name will appear on the right side under “My Account”.
You may enter your search term in the “Keyword search for” box.

“Search by” may be changed to author, title etc. by using the dropdown menu.

“Limit by” may be left as is if you want to search all libraries or changed to Danforth only to restrict your result to what is in the Danforth library.
Enter your search term for example “global warming”
Leaving the other fields as the default will search all the libraries for your keyword as title, subject etc.
Then click on the “Go” button to the right.
Your search has 676 results as shown on the left side.
To determine if the book is listed in Danforth, look at “Copies in Danforth”. 1 (of 1) indicates Danforth owns the book and it is currently in the library. If it is listed 0 (of 1), then the item is checked out.
The second title lists Copies in Danforth as 0 (of 0). This indicates the copy is not owned by Danforth. However, Copies in all libraries is listed as 1 (of 1), meaning another library has this item and you may place a request for it.
To Request this item, click on the “Place Request” button to the right.
Once you place your request, a new screen will pop up asking for confirmation for the “Pickup Library”. Be certain to select “Danforth Library-New England College”. Then click on the “Submit Request” button at the bottom.

The item will then be sent to Danforth Library and you will be notified when the item is available to be picked up.
You will then have a notification screen pop up indicating “Your request has been placed”
If you need additional help, please contact the library at libraryhelp@nec.edu or (603) 428-2344