

How to make a purchase suggestion in the library catalog

A library account is required to place a purchase suggestion through the catalog.

RHJLibrary.com

- › Click **“Sign In”** (Above the blue & orange bar on the right) and enter your **Rec Card Number** and **password** (last 4 digits of the phone number the Rec Center has on file for you).
- › Click **Purchase Suggestion** (Above the blue & orange bar).
- › Fill in the information on the form. **Title** and **Item Type** is required.
- › Click **Submit your suggestion**
- › **Due to a large number of recommendations, however, it is not possible to purchase every item.**
- › **Recommendations not needed for best sellers or box office hits.**

- › **You can make a purchase suggestion in the library as well.** To suggest an item for the library to purchase, go to the checkout desk and ask for a Purchase Suggestion form. Fill out the form and give it back to a volunteer at the checkout desk.

Sign In To Your Library Account

- › In your browser type www.rhjlibrary.com
- › Click on **Sign In** (Above the blue & orange bar on the right)

The image shows the homepage of the R.H. Johnson Library website. At the top left is the library's logo, a stylized flame in orange and yellow above a blue semi-circle. To the right of the logo, the text "R.H. Johnson" is in blue and "LIBRARY" is in orange. In the top right corner, there is a "Languages & Display" link with a gear icon. Below the header is a navigation bar with icons for home, events, and purchase suggestions. On the right side of this bar, the "SIGN IN" button is circled in red, with a red arrow and a box labeled "Click Here" pointing to it. Below the navigation bar is a search bar with a magnifying glass icon, a dropdown menu set to "by Keyword", another dropdown menu set to "in Library Catalog", and a "Search" button. Below the search bar are five category buttons: "Spotlight", "Fiction", "New items", "Large Print", and "Local Authors". Below these are three sub-category buttons: "Mothers", "Night Owl", and "hot and cold". At the bottom, there is a "Spotlight » Mothers" section with a "Covers" button and a "Grid" button. The "Covers" button is selected, showing a row of book covers: "One Italian Summer" by Rebecca Serle, "Kristin Hannah fly away", "Pieces of Her" by Karin Slaughter, "winter garden" by Kristin Hannah, "Legacy" by Nora Roberts, and "Hideaway" by Nora Roberts.

Sign In



Rec Card Number / Username

123456

Password

....

Forgot Password? [Reset My Password](#)

Reveal Password

Keep Me Signed In

Close

Sign In

- > **Enter your Rec Card Number** as the Username
- > **Password** is the last 4 digits of the phone number that the Rec Center has on file for you.
- > Click **Sign In**.



Search

Spotlight

Fiction

New items

Large Print

Local Authors

Mothers

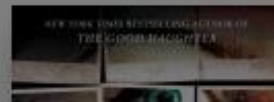
Night Owl

hot and cold

Spotlight » Mothers

Covers

Grid





R.H. Johnson LIBRARY



EVENTS



PURCHASE SUGGESTION



RESOURCES



KAITLIN B.



by Keyword



in Library Catalog



Search



New Items

Large Print

Movies

Local Authors

Spotlight



New Fiction

New Large Print Fiction

New Movies & TV

New Non Fiction

Click **Purchase Suggestion**.

Enter a new purchase suggestion

Please fill out this form to make a purchase suggestion. You will receive an email when the library processes your suggestion. Only certain fields are required, but the more information you enter the easier it will be for the librarians to find the title you're requesting. The Notes field can be used to provide any additional information.

Title  **Required**

Author 

Publication Date (4 digit year) 

ISBN Number (if known)

Item type **Required**

Reason for Purchase

[Submit your suggestion](#)

- › Fill in the information on the form. **Title** and **Item Type** is required.
- › Click **Submit your suggestion**
- › **Due to a large number of recommendations, however, it is not possible to purchase every item.**
- › **Recommendations not needed for best sellers or box office hits.**