Placing Holds

If an item is available through TRAC you will not be able to place a hold, and the system will inform you that it is Available Locally

► Once you have selected an item, click on it.

You will have to select a pickup location by clicking on the drop down menu.

► Make sure to click on the check box that says

"Please acknowledge that you accept the institution's condition for placing requests."

► Click on the **Request** button. The page will show you that your request has been



This item is available within Alberta	
Select a pickup location * (None) ▼	
Volumes needed (optional)	
Notes (optional)	
$^{-}$ Please acknowledge that you accept the institution's condition for placing requests	
Request	
[- Hide Holdings]	

▶ Troubleshooting

Watch the Relais tutorial at

submitted.

https://my.nicheacademy.com/marigold/course/28967.



Marigold Library System

B 1000 Pine Street Strathmore, Alberta T1P 1C1 1-855-934-5334 marigold.ab.ca

Relais Discovery D2D

Interlibrary Loan



► What is Relais Discovery D2D?



- ► Interlibrary loan service
- ► Borrow items throughout Alberta that are not available in the TRAC system (tracpac.ab.ca)
- ► Includes Alberta public and academic libraries

Accessing Relais

Computer

- 1. Visit your library's website and search Interlibrary Loans, or visit marigold.ab.ca/Public-Services/Interlibrary-loans.
- 2. You can also access Relais at **tracpac.ab.ca** under **Resources**.

Resources Cloud Library ME Libraries OverDrive Alberta Relais Resource Sharing

3. Select **Marigold Library System** as your library.

Mobile App

- 1. Download the TRACpac app from the Apple App Store or Google Play.
- 2. Open the app, click **Explore More**, and select **Alberta Relais**.
- 3. Select **Marigold Library System** as your library.
- 4. Login with your **library card barcode number** and **PIN** number (if you do not know your **PIN**, contact your local library).

Login

Enter your barcode	
Enter your password	

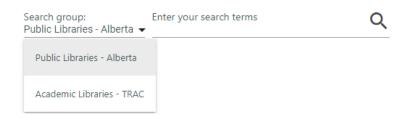
Login



Searching

You have the option to conduct a **Simple Search**, which defaults to searching **Public Libraries in Alberta**. You also have the option to search **Academic Libraries**.

Simple Search



You have the option to conduct an **Advanced Search**.

Advanced Search



On the left hand side of your screen there are a number of options to filter your results. These include **Date**, **Format**, **Author**, **and Subject**.