Requesting Items from Primo


Log in to your library account by clicking "Sign in" in the top right hand corner.

You user ID is your account number, and if you do not know your library password please call the service center so it can be reset (but first check with other colleagues, there is only one user ID and password per library)

Type keys words, title, or author of what you're looking for into the "Search anything" box.
Click on the black down arrow next to the "Search Anything" box and click on Middletown Library Service Center.

Click the green magnifying glass.
When you see the item you would like, click on the title.

Then click the blue "Request" button

Note: The pickup location will be listed as Middletown Library Service Center. That does not mean you have to come to the Service Center to pick it up. Unless you make a note in the comment section that you would like to pick up the item, we will send the item to you via DeliverIT CT.

Set your "Not Needed After Date". This means, that if the items isn't sent to you by a certain time, you no longer want it.
Hit the Green "Request" button.