

## Access the library catalog at <http://library.minlib.net/>

### Logon

- Click the Login to **My Account** link
- Enter your **Library Card #** or Username and **PIN**

Please enter the following information:

Library Card # or Username:

\* PIN:

[? Forget Your PIN?](#)

Click the Submit button

### Search

- Enter your search words

You are logged in as Borrower, Betty

KEYWORD  All Locations Collection

- Choose a library you want to search from this drop down menu
- OR
- Select **All Locations Collection** for the most results
- Click **Search**

- Click the title of the item for details and an option to request it



### Request

- Click **Request**



- Choose a Pickup Location and click **Submit**

**Requesting**

Global warming / Fred Pearce ; series editor John Gribbin.

Choose a Pickup Location:  
Wayland

**NOTE:** If you require a specific volume or part, the next screen will present the individual items from which you can choose.

**Optional**

Cancel request if not filled by (optional):  
Your request will expire 1 year from today unless you set a date below.

Date  
Month  Day  Year

Look for confirmation that your request was successful or not

Your request for **Global warming / Fred Pearce** was successful

Your request will be delivered to Wayland when it is available.

If the request was not successful it could be for one of the following reasons:

- Certain items cannot be requested
- You may have reached the maximum of 20 requests at a time
- Your account may have more than \$5 in fines. Fines can now be paid online. Click **View My Account** to view and pay fines

Please call your library should you need assistance.

### Review Your Requests

- Click **View My Account** and click **Request (Holds)**
- Check the **Status** column for:
  - AVAILABLE** - The item is **not** ready for you yet. The system has identified an available copy, but it has not yet filled your hold
  - BLANK** - You are on a waiting list
  - OUT** - The item will be sent to your library when it is returned
  - IN TRANSIT** - The item is being sent between libraries
  - READY. PICK UP BY** mm-dd-yy
  - The item is on hold for you at the library you selected

**Requesting From a Bag** (The Bag is a temporary holding place.)

- Click **Add to Bag** for titles you want to request later in this session
- Click **View Bag** to see your selected titles
- Click **Request Saved**
- Enter your **Library Card #** and **PIN** (if not yet logged in)
- **Choose Your Pickup Location**
- Click the checkboxes next to the items you want
- Click **Request Selected**

The status of your request will be displayed in a pop-up window.

<a href="#">Request Selected</a> <a href="#">Request Available</a> <a href="#">Reset Form</a>		
Your List of Saved Records		
Num request	TITLE	Status
1	<input checked="" type="checkbox"/> <a href="#">Venice against the sea : a city besieged</a> John Keahey.	
2	<input type="checkbox"/> <a href="#">The stones of Venice.</a>	Not Requestable
3	<input checked="" type="checkbox"/> <a href="#">Daughter of Venice</a> Donna Jo Napoli.	

Note: if there are no items eligible to be requested, the request box will not be displayed.

### Freeze Your Requests

- Sign into **My Account** and go to the **Request (Holds)** section
- Select the request you want to freeze by clicking in the appropriate check box in the column headed **FREEZE**
- Click the **Update List** button
- Click YES to verify

### Logout

Logout to protect your privacy.  
Click on Log Out and close the browser window.

## Randall Library

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Stow, MA 01775  
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## Placing Requests in the Minuteman Catalog

<http://library.minlib.net/>



Individuals. Communities. Information. The World.  
We bring it all together.

## A Minuteman Library Network Guide

**minuteman**  
LIBRARY NETWORK

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