

**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

Global warming / Fred Pearce : series editor John Gribbin.  
 Pearce, Fred.  
 New York : Dorling Kindersley Pub., 2002.  
 72 p. : col. ill., maps ; 18 cm.  
 1st American ed.

Global warming / by Jane S. Shaw.  
 San Diego : Greenhaven Press-Thomson/Gale, c2002.  
 112 p. : ill. ; 24 cm.

## Request

- Click **Request**

Request Add to My Lists Add to Bag MARC Display Return to Browse Modify Search

KEYWORD global warming All Locations Collection Search

38 results found. Sorted by relevance | date | title

(Search History)

Previous Record Next Record

Essential Science  
 global warming

Title Global warming / Fred Pearce : series editor John Gribbin.  
 Author Pearce, Fred.  
 Publication Info. New York : Dorling Kindersley Pub., 2002.  
 Edition 1st American ed.  
 Description 72 p. : col. ill., maps ; 18 cm.  
 Rate It

Library FRAMINGHAM/Adult 363.738 Pearce  
 HOLLISTON/Adult 363.73 Pearce pb

- 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.

Request Selected   Request Available   Reset Form

**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  
978-897-8572  
randalllibrary@gmail.com

# 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