

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**



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.

Acton Memorial Library
486 Main Street
Acton, MA 01720
978/929-6655

www.actonmemoriallibrary.org

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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