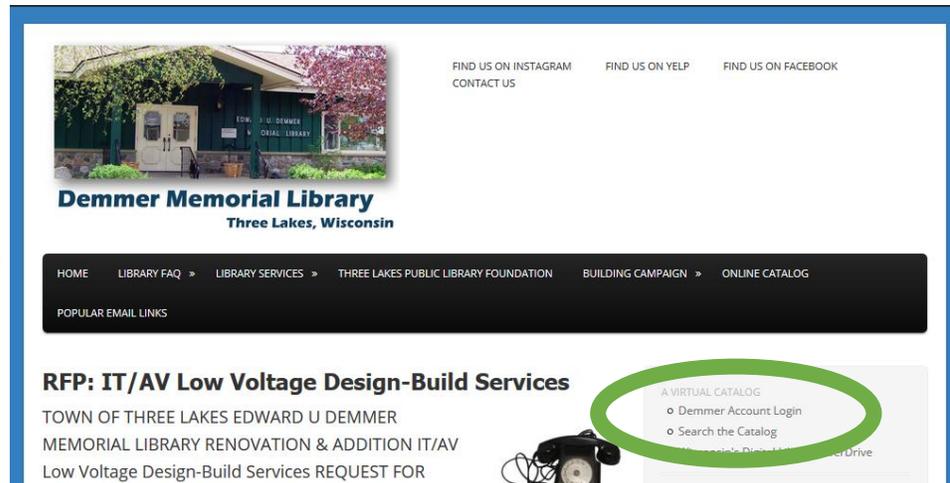


How to Request a Book Online

1. Go to the library's home page online at www.demmerlibrary.org/
2. Under "A Virtual Catalog" in the left column, click on **Search the Catalog**

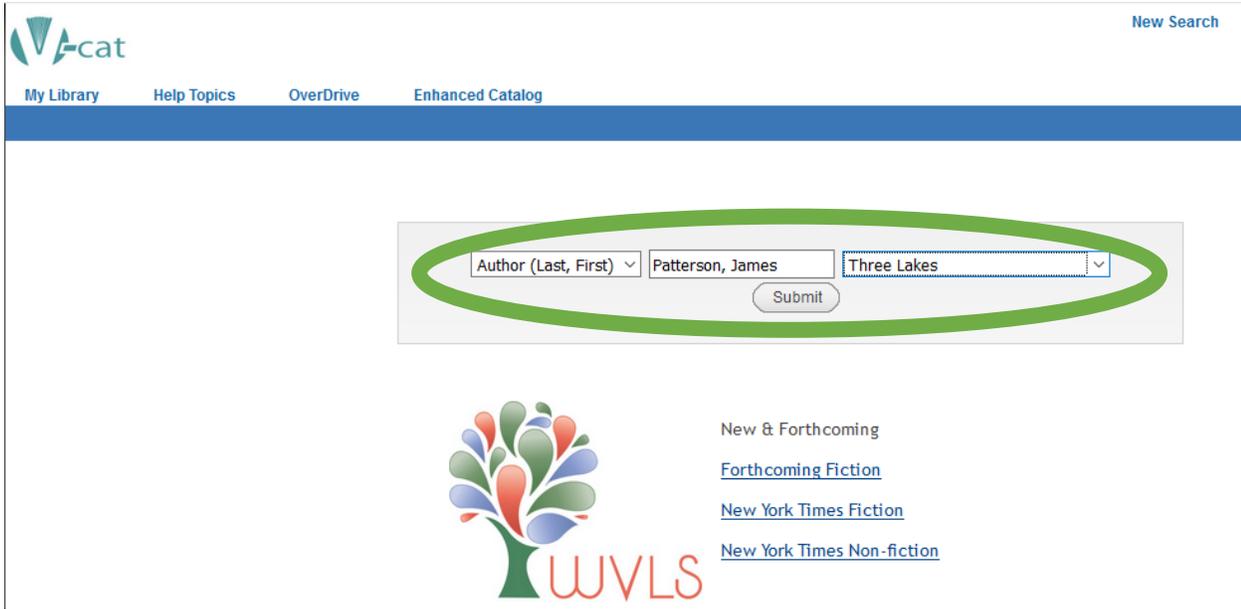


3. From the drop down arrow select "Keywords," "Title begins with," or "Author (Last, First)" depending on how you want to search for a book.

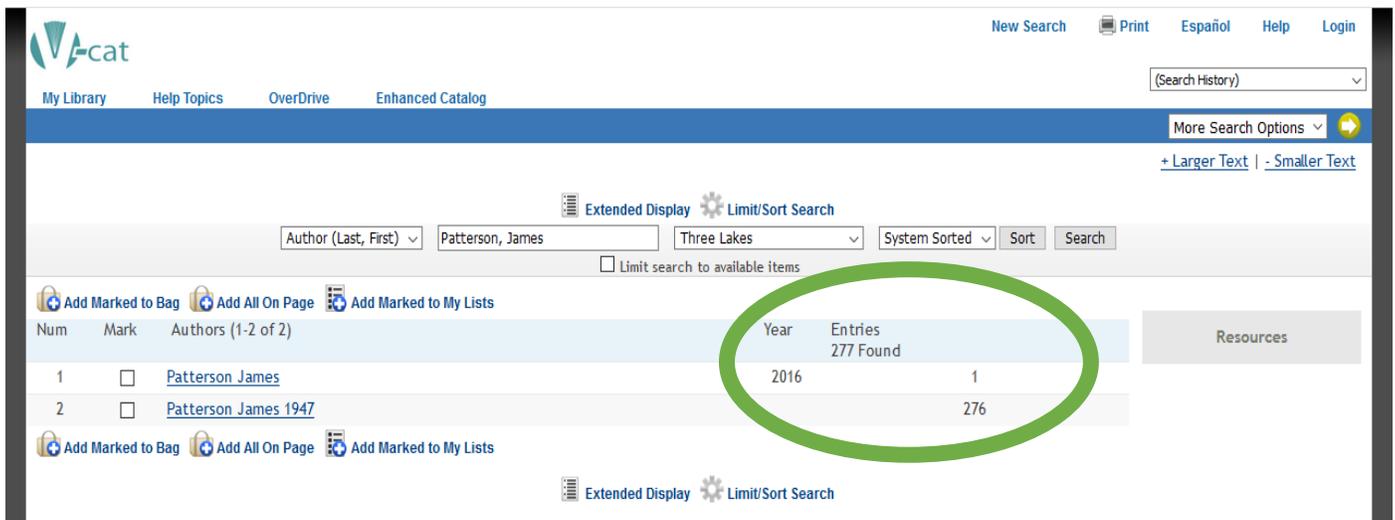
Use "Keywords" if you don't know the author or title of the book you are looking for.

4. In the box, type in your keyword search term, title, or author (last name, first name).
From the drop down arrow on the right select a library or collection such as "Three Lakes" if you only want to search for items that are in this library.
Click on "Submit" button.

In this example I am searching for a book by James Patterson in the Three Lakes collection.



Note that minor errors may exist: searching for an author may show multiple results for the same person. Typically, most items will be under the same entry. We see this in the image below, where there are two listings for James Patterson, with the second name on the list having more items attached to it. Click the name with more entries.



In the image below you see where you can choose how you wish to sort the books. This example shows them in reverse year order so that the newest book is first in the list. The catalog also shows items on order.

Return to Browse Limit/Sort Search

Author (Last, First) Patterson, James Three Lakes Reverse Year Sort Search

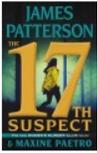
Limit search to available items

Result Page 1 2 3 4 5 6 Next

Add Marked to Bag Add All On Page Add Marked to My Lists

Authors (1-50 of 276)

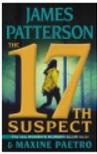
Patterson James 1947

1   **The 17th suspect**
Patterson, James, 1947- author.
[New York] : Little, Brown and Company, 2018. 2018
[Request](#)
42 holds on first copy returned of 1 copy

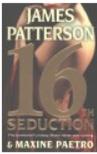
| Copies | Location | Call No. | Public Note | Status |
|--------|----------------------------------|----------|-------------|----------|
| | Three Lakes Adult Fiction New | FIC PAT | | On Order |

2   **NYPD red 5 : an NYPD red mystery**
Patterson, James, 1947- author.
[New York] : Little, Brown and Company, 2018. 2018
[Request](#)
89 holds on first copy returned of 1 copy

| Copies | Location | Call No. | Public Note | Status |
|--------|----------------------------------|----------|-------------|----------|
| | Three Lakes Adult Fiction New | FIC PAT | | On Order |

3   **The 17th suspect**
Patterson, James, 1947- author.
[New York] : Little, Brown and Company, 2018. 2018
[Request](#)
42 holds on first copy returned of 1 copy

| Copies | Location | Call No. | Public Note | Status |
|--------|----------------------------------|----------|-------------|----------|
| | Three Lakes Adult Fiction New | FIC PAT | | On Order |

4   **16th seduction**
Patterson, James, 1947- author.
New York : Little, Brown and Company, 2017. 2017
[Request](#)
1 hold on first copy returned of 1 copy

| Copies | Location | Call No. | Public Note | Status |
|--------|--------------------------------------|----------|-------------|-----------|
| | Three Lakes Adult Fiction General | FIC PAT | | Available |

5. Click "Request" next to the book you wish to reserve.



Library Account Login

Enter your Barcode and PIN

Barcode:

PIN (often last 4 digits of phone number):

Submit

[Home](#) | [Forgot Your PIN?](#) | [Español](#) | [Русский](#)

6. Enter the **barcode numbers** on the back of your library card into the “Barcode” box.
7. Enter your **4-digit pin number**. This number is the last 4-digits of your primary phone number.
8. Click on the “Submit” button.

The screenshot shows the 'Request Verification' page of a library catalog. At the top, there is a navigation bar with links for 'New Search', 'Print', 'Español', 'Help', 'Log Out', and 'Return To Your Record'. Below this is a secondary bar with 'My Library', 'Help Topics', 'OverDrive', and 'Enhanced Catalog'. A search bar on the right contains 'More Search Options' and links for '+ Larger Text' and '- Smaller Text'. The main content area is titled 'Request Verification' and shows a user logged in as 'YOUR NAME HERE'. The user is requesting 'The 17th suspect / James Patterson'. There is a 'Pickup Location' dropdown menu currently set to 'Three Lakes'. Below this is a 'Cancel if not filled by:' section with a 'Date' field containing dropdowns for 'Month', 'Day', and 'Year'. A 'Submit' button is located at the bottom of the form. At the bottom of the page, there is a notice about a shared automation system for various libraries and a 'digicert Trusted SECURE Wildcard Certificates' logo.

9. From the above screen you may select from which library you wish to pick-up your requested item. If you don't change anything it should default to your home library. If you need the item before a specific date you may choose to fill in the date. If you provide a date and your item request isn't fulfilled by that date then your request will be cancelled.

10. Click the “Submit” button to place your request. You should then see the message **“Your request (Title of the book) was successful. You will be able to pick-up this material at (Three Lakes) when it is ready.”**

11. Click “Log Out” if you are using a public computer.

You will be notified by an automated phone call when your item is ready for pick-up, unless you have indicated you wish to receive e-mail notifications. If you have any questions about requesting items online, please call the Demmer Library at 715-546-3391.