# Searching for and requesting ILL items

Basic Search

After you have logged in, click on the search bar and begin typing. In this example, we will look for the first Harry Potter book. You can type in all or part of the title or item you are looking for. Then, either press the "Enter" key on your keyboard or click the magnifying glass icon.

Changing Search Parameters

If you wish to search for an author or subject, you will need to change the search parameters. To do this, click on the box with the check mark to the left of the search bar and select a new parameter from the list.
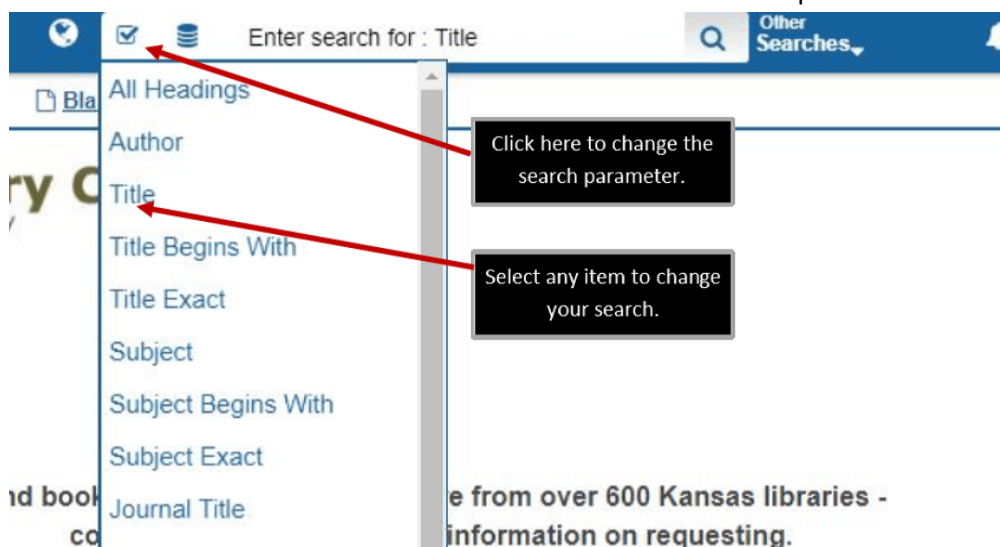
Now Searching…

After you have submitted your search term, the library will start a system-wide search for your item. For the best results, please wait until the "Searching…" box is completely blue or at 100%. This will indicate that the search has been completed.

Manhattan Public Library

Staff Dashboard   Search History ▾

Page 1 of 53 Total Results for:
Harry Potter and the sorcerer's stone

20%   ☐ Stop
Searching 80 Resources

20 per page ▼   Sort by Rel

Title

Author
Date
Publishe
ISBN
ISBN

Format ⌄

Book	(197)
DVD	(83)
Visual Materials	(40)
AudioBook CD	(32)
Large Print	(16)
eMusic	(15)
Videocassette	(14)
Music CD	(13)
eBook	(11)
Blu-ray	(10)

Show More

Subject ⌄

Wait until bar is completely blue or says 100%.

Previewing Your Results

After the search has completed and your results are available, it's time to start sorting through them. If you have trouble finding a particular item, you can use the "Filter Your Results" option located on the left side of the screen. From here, you can filter your results by Subject, Author, Libraries, Date, Publisher, Title, and Format. Just click the word to get a more specific list of available items.

Page 1 of 3,948 Total Results for:
harry potter

Returned 80 of 80 resources

Format ⌄

Book	(1442)
DVD	(403)
AudioBook CD	(151)
Visual Materials	(117)
eBook	(96)
Blu-ray	(55)
Large Print	(54)
AudioBook Cassette	(45)
AudioBook	(43)
Music CD	(40)

Show More

Subject ⌄

Author ⌄

Limit your search by utilizing the menu on the left side of your screen.

Click on the specific format type to limit your search.

You can also limit your search by subject and/or author. Just click on the down arrow to open a list of options.

Choosing a Format

You can select the specific format type from the list on the left hand side of the screen or you can scroll through the results list and check the icon under the item image. The icons below the item image will indicate the type of format for that specific item record.

Format type is indicated by the image under the item picture.

Item Location Information

You will see a list of libraries with available copies in each item record listing. For best results, we recommend choosing the one with the most copies attached to it, to increase your chances of receiving the item quickly.

Make sure there is at least one available copy of the item you are requesting. For better results select the item record with the most copies available.

Requesting the Item

Now that you are ready to request the item, click the "Request This Item" button to begin the final step.

Request Form

Review this information to be sure all items in red are filled out and click the "Submit" button to complete your request. Once submitted, if you have given your email address, you will automatically be sent an email when your request arrives. Please be sure to return all ILL items in a timely manner. In order to borrow items for our patrons through this service, Hays Public Library must remain in good standing with other lending libraries by honoring their rules and due dates.

(Image on next page)

ILL Request - record (Loan)

Borrower: CD3 Manhattan Public Library

Title/Journal Title: Harry Potter and the sorcerer's stone

Author/Creator: Rowling, J. K.

*Library card # (last 7 digits):

*Patron's Last Name:

Patron Lookup

Patron's First Name:

*Preferred Contact Info:

Alternate Contact Info:

Borrower's Notes:

Publisher (Place, Name, Date): New York A.A. Levine Books 1998.

Physical Description: vi, 309 p. : ill. ; 24 cm.

ISBN: 0590353403 9780590353403

Patron's Address 1:

Patron's Address 2:

Patron's Address 3 (City, State, ZIP):

Request Type Options: Returnable (loan) ▼

Material Bibliographic Level Options: Book ▼

Material Format Options: None of the below ▼

Submit

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