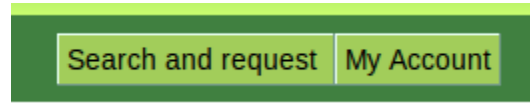


How to search for and request Interlibrary Loan books

Step 1

Click on the “Search and request” menu.



Step 2

Enter your search terms in the simple, Google-like search bar at the top of the screen, and click “Search”.



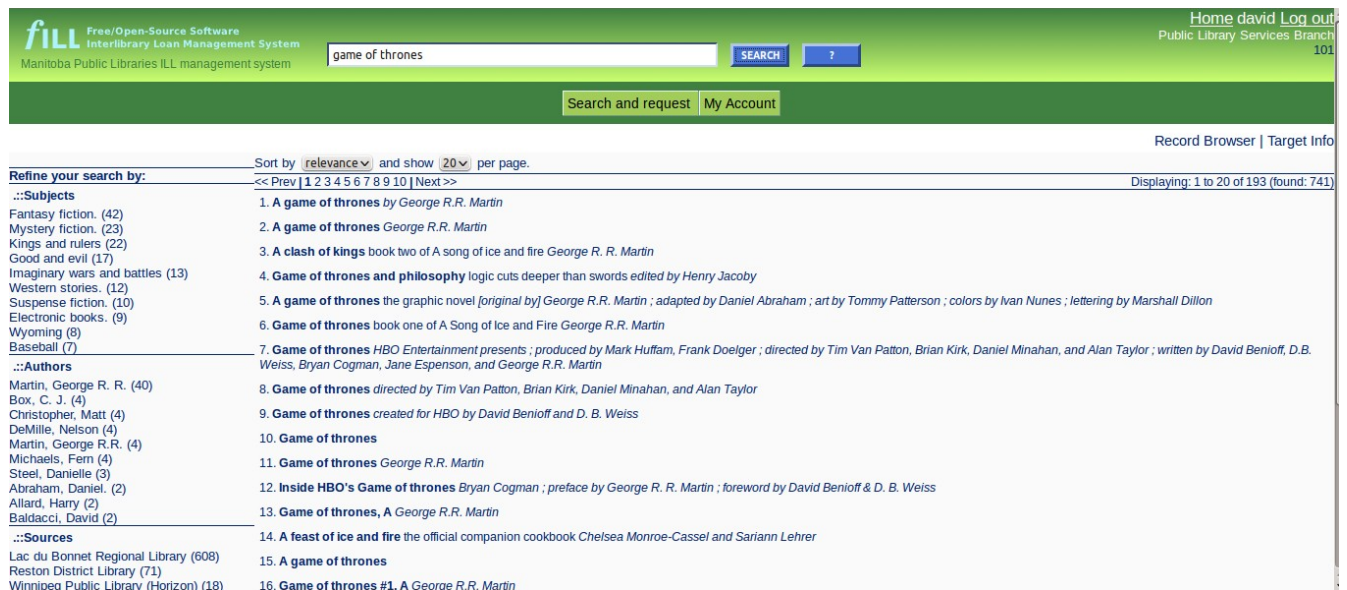
Step 3

Searching...



The search will begin, and your page will start updating. Wait for the “Searching...” progress bar in the upper left to complete (it's very fast!).

Your search results will look like this:



The screenshot shows the search results page for 'game of thrones'. At the top, there is a navigation bar with 'Search and request' and 'My Account' buttons. Below that, the search results are displayed in a list format. The first result is '1. A game of thrones by George R.R. Martin'. The page also includes a 'Refine your search by:' section with filters for Subjects and Sources. The page footer shows the library's name and contact information.

Step 4

Click on the title you are interested in.

If this is the book you'd like to request, click on the “Request” button.

(The “Request” button show the title, too. In this case, “Request_A game of thrones_”)

If this isn't the right book, click on the title again to hide the details, and try another title.

1. A game of thrones by George R.R. Martin



The screenshot shows the book details page for 'A game of thrones'. The title is 'Request_A game of thrones_'. The details include: Title: A game of thrones by George R.R. Martin; Date: 1996-2011; Author: Martin, George R. R; # locations: 11; Medium: book; Series: A song of ice and fire; Subject: Fantasy fiction; Location: Spruce Co-operative (catalogue.bclibraries.ca:210/SPRUCE); ...at: STEROSE (F Mar S.F).

You're done!

You'll see a new window or browser tab which confirms that your request has been placed.

[Search and request](#) [My Account](#)

Your request has been placed

Requesting user: david

Title : A game of thrones

Author : Martin, George R. R

Your librarian will see if another Manitoba public library is able to lend this at this time.

Close this window or browser tab to return to your search results.

Your librarian will try to get the book for you, and let you know when it comes in. (You should usually hear from the library in about a week.)

Becoming a Power-user!

Refine your search by:

:::Subjects

Fantasy fiction. (42)

Mystery fiction. (23)

Kings and rulers (22)

Good and evil (17)

Imaginary wars and battles (13)

Western stories. (12)

Suspense fiction. (10)

Electronic books. (9)

Wyoming (8)

Baseball (7)

:::Authors

Martin, George R. R. (40)

Box, C. J. (4)

Christopher, Matt (4)

DeMille, Nelson (4)

Martin, George R.R. (4)

Michaels, Fern (4)

Steel, Danielle (3)

Abraham, Daniel. (2)

Allard, Harry (2)

Baldacci, David (2)

Refining your search

In your search results page, along the left-hand side, there is a list of all of the subjects and authors that were found in all of the records your search returned.

The number in parenthesis counts how many of your results have that particular subject or author.

Clicking on a subject or author will refine your search terms by adding that specific information. The system will re-do the search with your new terms.

You can continue to refine your results as often as you need.

Or you can enter a completely new search into the search bar at the top of the screen.

Sorting the results, and moving from page to page

Search results are sorted by **relevance** by default. This should place the books that most closely match your search terms at the top of the list.

Sort by [relevance](#) and show [20](#) per page.

[<< Prev](#) | [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) | [Next >>](#)

You can choose to sort by title or by publication date, by clicking the “Sort by” button at the top of the results list.

You can page through your results by clicking on the “<< Prev” and “Next >>” links, or by choosing a page number to jump to.