

Thomas Memorial Library

6 Scott Dyer Road
Cape Elizabeth, Maine
207-799-1720

<http://www.thomasmemoriallibrary.org>

How to search for, reserve and renew books with



1. Go to the Thomas Memorial Library website www.thomasmemoriallibrary.org
2. Look for **Search our Catalog** at the top-right corner of the page, which should look like this:

A screenshot of the "Search Our Catalog" form. It has a blue header with the title "Search Our Catalog". Below the header is a search field with a "Title" dropdown menu and a search button labeled "Search". Below the search button is a link for "more search options".

3. Select the way you would like to search (e.g. keyword, title, or author) by using the drop-down arrow to the right of **Title**.
4. In the empty **Search Box**, type a title, author, **or** keyword (e.g. *Secret Life of Bees* for a **title**, *Grisham, John* for an **author**, *gardening or Walt Disney* for a **keyword**.)
5. Click on the **Search** button beneath the search field.
6. Results will be displayed. If the item is not located, you will see the message **"no entries found"**. Please keep in mind that a librarian may be able to help you locate the item.
7. On the results page, you can select **Thomas Memorial Library** from the drop-down menu (to the right of the search field) to find an item owned by our library, or **All MINERVA Locations** (at the top of the list, using the drop down arrow) if you would like to search All Minerva Locations simultaneously.
8. If a match is found you will see the title(s) displayed in a list.
9. Click on the **UNDERLINED TITLE** of the item to select it.
10. Please Note: Media type (e.g. book, CD, cassette, DVD, VHS or eBook) is depicted with an image on the left side of item. Large Print items are available for some titles. Be sure to look for the words Large Print or the LP abbreviation in the Call Number. Be careful when choosing items to select the right format.

	Moby Dick or, The whale Melville, Herman, 1819-1891. Norwalk, Conn. : Easton Press, c1977.												
Copies	<table border="1"><thead><tr><th>LOCATION</th><th>CALL NO.</th><th>STATUS</th></tr></thead><tbody><tr><td>TML Adult Fiction</td><td>FIC MEL</td><td>AVAILABLE</td></tr><tr><td>CML Adult Fiction</td><td>FIC Melville H</td><td>DUE 10-01-13</td></tr><tr><td>Unity College</td><td>PS2384 .M62 1977</td><td>AVAILABLE</td></tr></tbody></table>	LOCATION	CALL NO.	STATUS	TML Adult Fiction	FIC MEL	AVAILABLE	CML Adult Fiction	FIC Melville H	DUE 10-01-13	Unity College	PS2384 .M62 1977	AVAILABLE
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11. Once you have selected an item by clicking on the title you will see a table like the one above:
 - The library that owns the item is listed on the left under Location.
 - The Call Number is listed in the middle column. This will tell you where to locate the item in the library.
 - The Status of the item is listed in the right column. Note the words at the bottom **"There are additional copies/volumes of this item."** You must click there to see all copies.
 - If it is available you may locate the item on the shelf, or request it online.
 - If it is checked out, or on hold for another patron, you may request a copy be saved when it is available.
- **See instructions on the back page to learn how to request items.**

How to Request Items

Select your item by following steps 1-12 on front page, then continue with steps 13-18 below.

12. Click on the  **Request** button on the top left side of the screen.
13. Type your full name. For example “*John Doe.*”
14. Type your 14 digit Thomas Memorial Library barcode. Do not type spaces.
15. Click the **Submit** button.
16. If your request was accepted, you will see the following message:
Your request for **The Secret Life of Bees / Sue Monk Kidd.** was successful.
Your request will be delivered to **Thomas Memorial Library** when it is available.
17. You’ll be contacted either by email or phone call when the item arrives. You’ll have 5 business days to pick up the item. Requested items can only be checked out using the library card that placed the request.

Request Policies

There is a limit of 15 requests per card at one time.

How to View Your Patron Record and Cancel Requests

1. Follow steps #1-2 above to go to the library catalog.
2. Click on the **My Library Account** button that is displayed on the upper right corner of the screen.
3. Type your first and last name (e.g. John Smith).
4. Type your 14 digit Thomas Memorial Library number. Don’t type spaces.
5. Click the **Submit** button.
6. You will see a screen that shows your library account information.
7. If you have placed requests, you can view them by clicking on the link that looks similar to this one
 **3 requests (holds). 1 ready for pickup.**
8. Now, if you need to, you can cancel all requests, or select certain requests that you would like to cancel.
9. To select certain holds to cancel, place a check in the box next to the items you would like to cancel and then click on **Cancel Selected.**
10. Use the **Cancel All** button to cancel all holds simultaneously. Click on **Update List** to make the changes.

How to Renew Items on Your Library Card

Follow steps 1-6 in the section above under “**How to View Your Patron Record and Cancel Requests**”

11. To view the items you have checked out, click on the link like this  **12 Items currently checked out**
12. Click in the box next to certain items and then click the **Renew Marked** button to renew those items.
13. Use the **Renew All** button to renew all items simultaneously.
14. Click on the **Yes** button to proceed.
15. If items were renewed you will see a new due date in the status column. If items are not able to be renewed you will see a message in the status column indicating the reason, such as “*Too many renewals.*”

Renewal Policies

Materials owned by the Thomas Memorial Library may be renewed 1 time unless there is a hold on that item. The renewal period is two weeks for three-week items and one week for two-week items.

Items requested from other libraries may be renewed 1 time unless there is a hold on that item. Renewal periods may vary at other libraries.

Privacy

Please remember to click on the **Log Out** button when done accessing your library record to protect your privacy.

For More Information

If you are unable to locate an item, or if you need more assistance, please visit or call the library at 646-8181.

See our **Circulation Policy** on our website at <http://www.thomasmemoriallibrary.org/circulation-policy>, or in the library, for more information about the circulation of materials.