



## Requesting Library Materials from Home

### LOG IN

1. Have your library card available and go to our website: [www.topshamlibrary.org](http://www.topshamlibrary.org)
2. At the top of the webpage, you will see a burgundy strip with the following options: *"About Us, Kids, Teens, Adults, Give and Volunteer, Community Center, Resources and Materials, and Search."* Click on **SEARCH** and a drop down menu will appear.
3. Below the green **SEARCH** button there is a line that says **go to the library catalog**. Click on it and it



will take you to the Minerva system.

4. Above the blue bar on the right corner, click on **My Library Account**. Enter your name as you gave it to us for your library card: First, Last Enter your 14 digit card number (barcode):28888000\_ \_ \_ \_ \_ Click on **SUBMIT**.

You will see all of your current information including when your library card expires and items you have out and on hold.


### SEARCH

To search for an item:

1. Look at the top right corner of the screen and click on **New Search**.
2. Midway down the screen, there is a box that says **KEYWORD**, click it. Now you have three options: keyword, title, or author.
  - If you know the **TITLE**, click on 'title' and in the empty box beside it type the title then click 'submit' and you should receive a list of items with that title.
  - If you know the **AUTHOR**, click on 'author' and in the empty box beside it type the author's name (last, first) then click 'submit' and you should receive a list of works by that author.
  - **If you cannot remember the title or the author** or you are looking for information on a certain subject then click on **KEYWORD** and type in a keyword or words. **For example**, if you were looking for the novel Gray Mountain but all you could remember was mountain, in the empty box beside 'keyword' type 'mountain' then click 'submit' and works with that in the title will be listed first, followed by works that contain mountain somewhere in the item record e.g. subject or description.
3. The box directly under the **KEYWORD, AUTHOR, TITLE** box is used to limit your search to a specific library or material type. If it reads **Topsham Public Library** but you want to search all Minerva libraries, click on the box that says Topsham Public Library and drag the bar or arrow **UP** to **=ALL MINERVA LOCATIONS=** at the top of the list. You can also limit your search to a particular format by selecting one of the six choices directly under **=All MINERVA LOCATIONS=**.

Once you see the item you want, click on the title written in blue type. **(Please note: at this point you might notice an 'Add to Bag' option. DO NOT use this as this function is not for requesting.)** Under the thick blue line that runs across the webpage, you will notice a red checkmark on the left-hand side with the word **REQUEST** beside it. Click on the word **REQUEST** after clicking **SUBMIT**, a page should appear informing you that your request was successful.


**If no Minerva library owns the title** you are looking for, you may want to search Maine's university catalogs and other libraries:

Click on the  **Search Maine Cat** button on the right-hand side under the thick blue line that runs across the webpage or on the line where your entry would be.

If the desired title is owned in that system and is available (you find this by clicking on the blue text), you can click on the blue **Request This Item** text.

***If the item is not available, you cannot request it, but must check back until the status changes to available.***

The next screen asks you to choose your library. Scroll down to and click on Topsham Public Library. Click on **Submit This Information** Type in your name and library card barcode. Click on **Submit Above Information** and your request will be sent automatically. The system decides which library will receive your request.

If you would like to return to the Minerva catalog, click on  **HOME** which is located directly under the black bar that runs across the page.

### **Check status of your account and renew**

Any page you visit in Minerva has **New Search, Help,** and **My Library Account** links in blue text in the upper right-hand corner of your screen.

Clicking **New Search** brings you back to the original search screen.

The "back" arrow will bring you back to the previous page.

Clicking **Help** will give you tips on searching.

Clicking **My Library Account** brings you to the login screen where you type in your name and enter your 14-digit barcode number (no spaces) and hit the submit button. Once logged in you will see your contact information and expiration date.

Below this information are the number of requests (holds) you currently have, the number of items currently checked out, and your preferred searches. Clicking on any blue text will give you more information, this is how to get to the screen that allows you to renew your items or cancel a hold.

### **Things to remember:**

- *Before hitting the Request button, make sure that you have chosen the correct material type. Some of the options being: Book; Large Print; Spoken CD; DVD; Blu-ray.*
- *When possible, request an item that Topsham Public Library owns. Our patrons' requests are fulfilled by our items before being sent to other libraries.*
- *You may only have 10 requests per account.*
- *The Topsham Public Library uses the state library delivery service four times a week. Next day delivery on your request is very unlikely. Plan on a week for delivery.*

**If you have any issues, please call the Topsham Public Library at 725-1727 for assistance.**