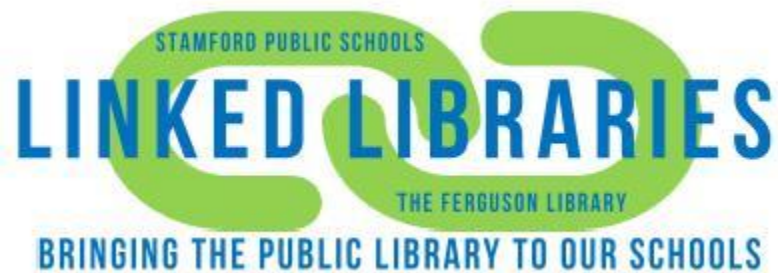


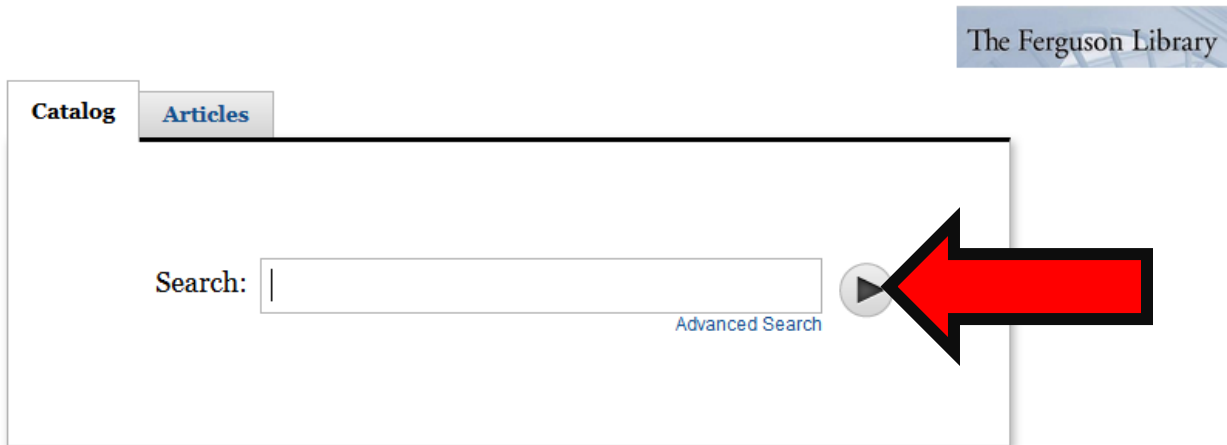
# How to use Linked Libraries




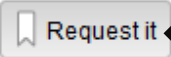
By: Maisam Nauh

March 1, 2017



1. Check school catalog
2. Check The Ferguson Library Catalog



3. To place a book on hold, just click on the “Request it” button

 **Harry Potter and the cursed child. Parts one and two / a new play by Jack Thorne. / a new play by Jack Thorne**  
Rowling, J. K.  
Book | 2016  
Available  
5+ more see all 

If it says “Available” then a copy should be available. The Ferguson librarian will look for it and see if it is on the shelf or if it’s missing. If a copy is found then the book will be sent to the school.

 **Harry Potter and the Chamber of Secrets / J.K. Rowling ; illustrated by Jim Kay. / J.K. Rowling ; illustrated by Jim Kay**  
Rowling, J. K.  
Book | 2016  
Not Available  
see all 

If it says “Not Available” then all of the library’s copies are checked out. Once a copy gets returned the hold will be activated and the book will be sent to the school.

4. Type your Student ID and your Pin number

**Ferguson Libraries Account Login**

*We can send you text alerts when your items are ready to pick up or overdue. To sign up, log into your account and select 'Edit account'.*

*If you have a problem accessing your account please call the circulation desk 203-351-8261*

*Enter your 14-digit barcode with no spaces and your PIN*

Barcode (2111800...)

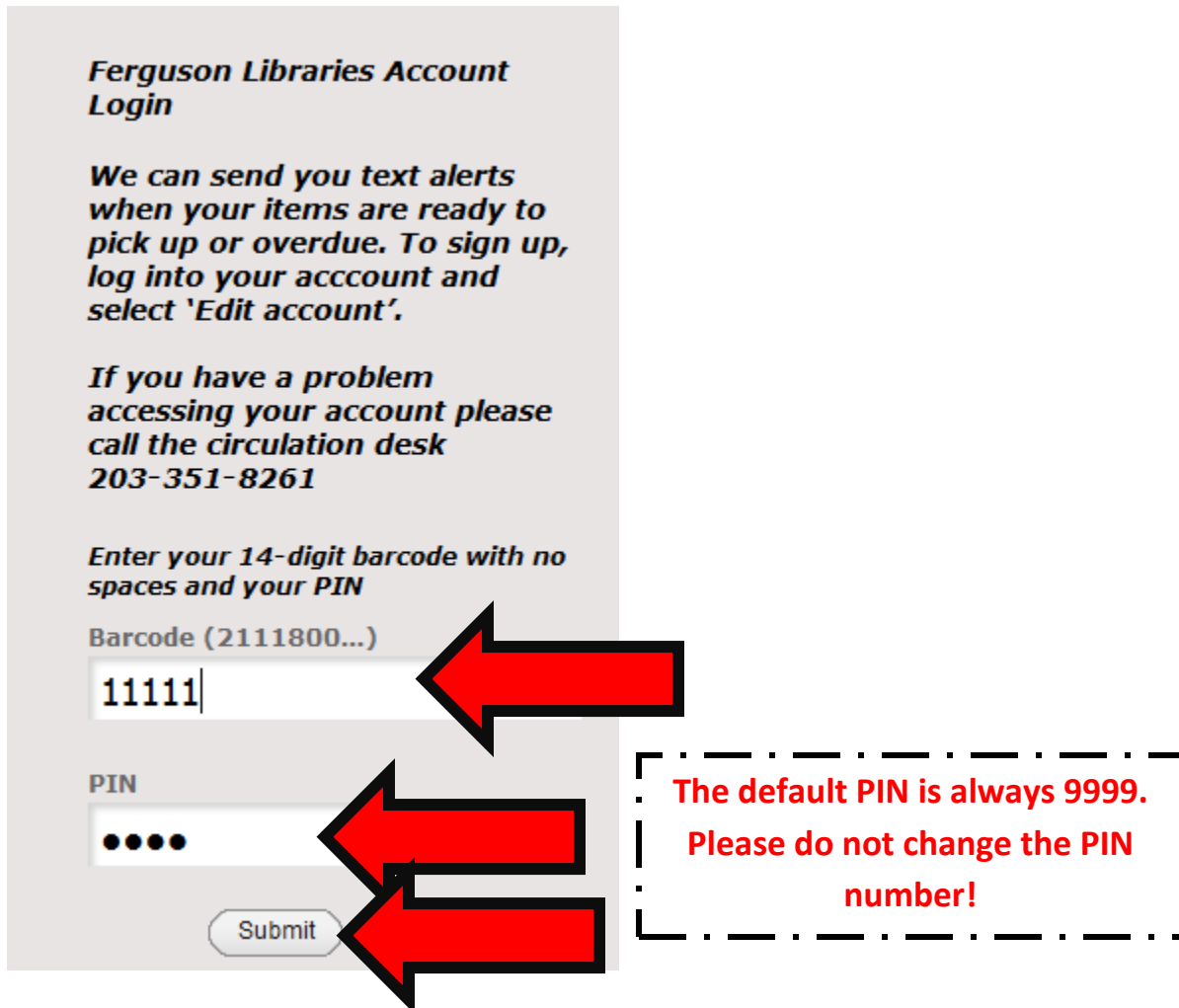
11111

PIN

••••

Submit

The default PIN is always 9999. Please do not change the PIN number!



5. Click on "Submit"

**Request it**

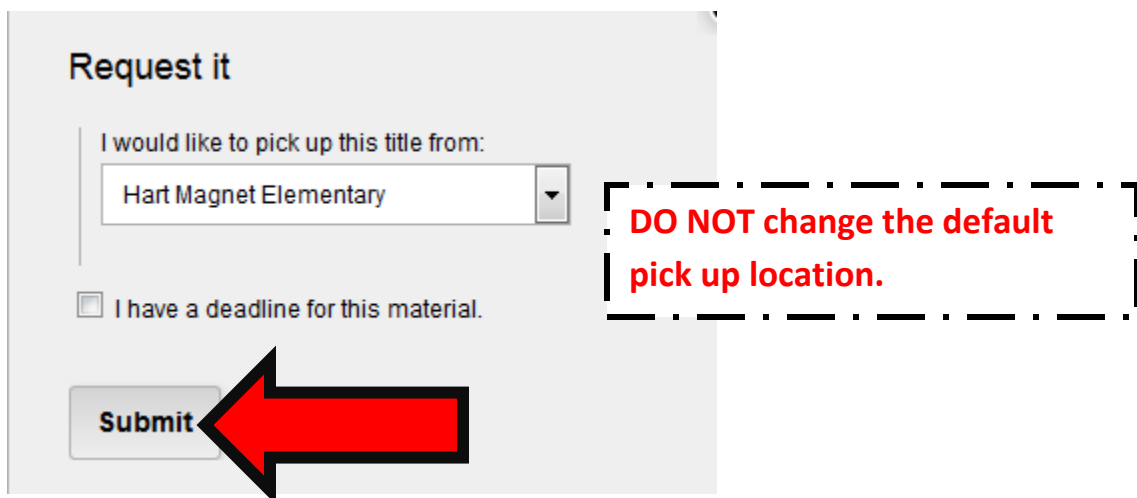
I would like to pick up this title from:

Hart Magnet Elementary

I have a deadline for this material.

Submit

DO NOT change the default pick up location.

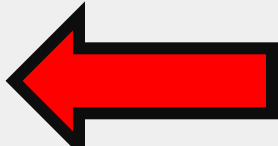


## Messages:

**Request it**

✓ Your request for **Harry Potter and the cursed child. Parts one and two / a new play by Jack Thorne.** was successful.

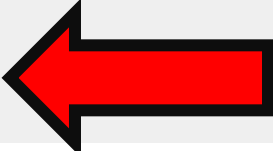
This item will be ready for pick up once you receive notification at Hart Magnet Elementary.

Ok 

**This message means that your hold was successful and you will receive it as soon as it becomes available.**

**Request it**

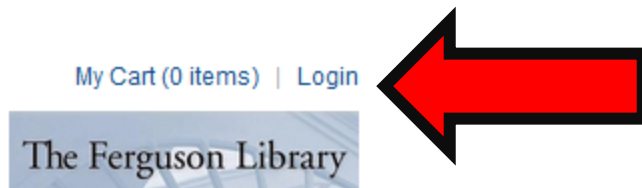
✗ There is a problem with your library record. Please see a librarian.

Ok 

**If you get this message please visit The Ferguson Library or call for more information: 203-351-8261**

## Check your account:

To check what you have checked out on your card, click on "Login" at the right top corner of the catalog



Or if you are already logged in, click on your name



Smith, Jane

[Edit account](#) [Edit pin](#)

[Checkouts \(1\)](#)

[Holds \(1\)](#)

[Reading History](#)

[My Lists](#)

[Fines/Fees \(\\$0.00\)](#)

[Renew All](#)

[Renew Marked](#)

1 item checked out

RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	Gaby, lost and found / by Angela Cervantes.	31118026553399	DUE 03-22-17	J PBK C

[Sort by Checkout](#)

[Renew All](#)

[Renew Marked](#)

Here you will find out how many items are checked out and what the titles are.

Checkouts (1)  
**Holds (2)**  
 Reading History  
 My Lists  
 Fines/Fees (\$0.00)

Date Cancel All UPDATE LIST

2 holds

CANCEL	TITLE	STATUS	PICKUP LOCATION
<input type="checkbox"/>	Moana [DVD] / screenplay by Jared Bush; directors, Ron Clements, John Muskr, Don Hall, Chris Williams.	19 of 19 holds	
<input type="checkbox"/>	Bad Kitty school daze / Nick Bruel.	1 of 1 holds	Pickup Location Hart Magnet Elementary

Here you will find out how many items you have on hold and where you are in the holds queue.

In this example the student is number 19 on the list for one title and number 1 for the other title.

2 holds

CANCEL	TITLE	STATUS	PICKUP LOCATION
<input type="checkbox"/>	The golden statue plot / text by Geronimo Stilton ; illustrations by Danilo Loizedda [and ten others] ; translated by Julia Heim.	1 of 1 holds	Pickup Location Hart Magnet Elementary
<input type="checkbox"/>	This hotel is haunted! / Geronimo Stilton ; illustrations by Valeria Turati ; translated by Julia Heim.	In Transit	

This message tells you that item is being prepared for delivery and is not ready to be sent to school.

When the item is no longer under the "Holds" screen but under checkouts, then it will be delivered to your school.

Checkouts (2)  
 Holds (1)  
 Reading History  
 My Lists  
 Fines/Fees (\$0.00)

Sort by Checkout Renew All Renew Marked

2 items checked out

RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	Gaby, lost and found / by Angela Cervantes.	31118026553399	DUE 03-22-17	LBK C
<input type="checkbox"/>	Bad Kitty school daze / Nick Bruel.	31118021260396	DUE 03-22-17	

Sort by Checkout Renew All Renew Marked

It takes up to one week from the day you return your materials to the school for it to be cleared of your card. You will not be charged a late fee for books, but you will be charged if you lose a book.

**ALWAYS REMEMBER TO LOGOUT WHEN YOU ARE DONE!!!**