How to use Linked Libraries

By: Maisam Nouh

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

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.

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:

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

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.

Here you will find out how many items are checked out and what the titles are.
When the item is no longer under the “Holds” screen but under checkouts, then it will be delivered to your school.

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!!!