

Requesting Material via the Library Catalog

Touro College Libraries has implemented an exciting new feature in the Library Catalog. Before, if items were checked out to other patrons, you had to have a librarian place holds on them for you. And, if you wanted items to be transferred from one library to the one you use frequently, you had to retype information from Library Catalog records into the old Intra-Library Loan Form. Now, you can request material online via Library Catalog records and specify the pickup location of your choice. The new procedure follows.

- **Have library staff enter your Touro ID or library card barcode into the library system**

- **Access the Virtual Library at www.touro.edu/library/**

- **Under Find RESOURCES, click on [Library Catalog \(books & media\)](#)**

- **When in the Library Catalog, click on [SEARCH THE CATALOG](#)**

- **Choose your search option ([author](#), [title](#), etc.)**
For example: click on [LC SUBJECT](#)

- **Type in your [search terms](#)**
For example: [global warming](#)

- **Click on the [Submit Search](#) button**

- **Select a resource from the results by clicking on a [Title](#) link**

- **The details of the resource you selected will be on the screen**

Look at the bottom of the screen where seven options are located (circled).

Notice the new button that reads **REQUEST** (arrow).

The screenshot shows a Microsoft Internet Explorer browser window displaying a library catalog record. The record is for the book "Global warming & the greenhouse effect : [teacher's guide] / by Colin Hocking ... [et al.]". The record includes fields for Title, Imprint, Edition, LC Call #, Description, Note, Bibliog., Subject, Alt Author, Alt Title, and ISBN. At the bottom of the record, there is a horizontal bar with seven buttons: START OVER, REQUEST, EXPORT, MARC DISPLAY, RETURN TO BROWSE, LIMIT THIS SEARCH, and ANOTHER SEARCH. A red arrow points to the REQUEST button, and the entire bar of buttons is circled in black. The browser's address bar shows the URL: http://library.touro.edu/search/tglobal+warming/tglobal+warming/-3%2C0%2C0%2CE/frameset&FF=tglobal+warming+and+the+greenhouse+effect+teachers+guide&1...

LOCATION	LC Call #	STATUS
Harlem	QC981.8.G56 G59 1990	AVAILABLE

Record: [Prev](#) [Next](#)

Title Global warming & the greenhouse effect : [teacher's guide] / by Colin Hocking ... [et al.]
Imprint Berkeley, CA : Lawrence Hall of Science, University of California at Berkeley, c1990
Edition Rev. & updated

LC Call # QC981.8.G56 G59 1990
Description viii, 172 p. : ill. ; 28 cm
Note "LHS GEMS."
"Grades 7-8 (Can be extended to grades 9 and 10)."
Bibliog. Includes bibliographical references (p. 146-152)
Subject [Global warming -- Study and teaching \(Middle school\)](#)
[Greenhouse effect, Atmospheric -- Study and teaching \(Middle school\)](#)
[Physics -- Experiments](#)

Alt Author [Hocking, Colin](#)
[GEMS \(Project\)](#)
[Lawrence Hall of Science](#)

Alt Title Global warming and the greenhouse effect
ISBN 092488665X (pbk.)

Record: [Prev](#) [Next](#)

START OVER **REQUEST** **EXPORT** **MARC DISPLAY** **RETURN TO BROWSE** **LIMIT THIS SEARCH** **ANOTHER SEARCH**

INNOVATIVE INTERFACES

Click on the **REQUEST** button (arrow).

You will be prompted to enter your **NAME** and **Barcode** (circled). The Barcode number is located on the back of your Touro ID Card.

Touro Libraries /COLLEGE - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address [http://library.touro.edu/search/tglobal+warming/tglobal+warming/-3%20CO%20%20CE/request&FF=tglobal+warming+and+the+greenhouse+effect+teachers+guide&1%](http://library.touro.edu/search/tglobal+warming/tglobal+warming/-3%20CO%20%20CE/request&FF=tglobal+warming+and+the+greenhouse+effect+teachers+guide&1%20) Go Links >>

Touro College Libraries - Library Catalog

Requesting **Global warming & the greenhouse effect : [teacher's guide] / by Colin Hocking ... [et al.]**

Please enter the following information:

For example, type "Jane Smith" and then press the RETURN key.

NAME:

Barcode:

(Choose a Pickup Location)

INNOVATIVE INTERFACES

Done Internet

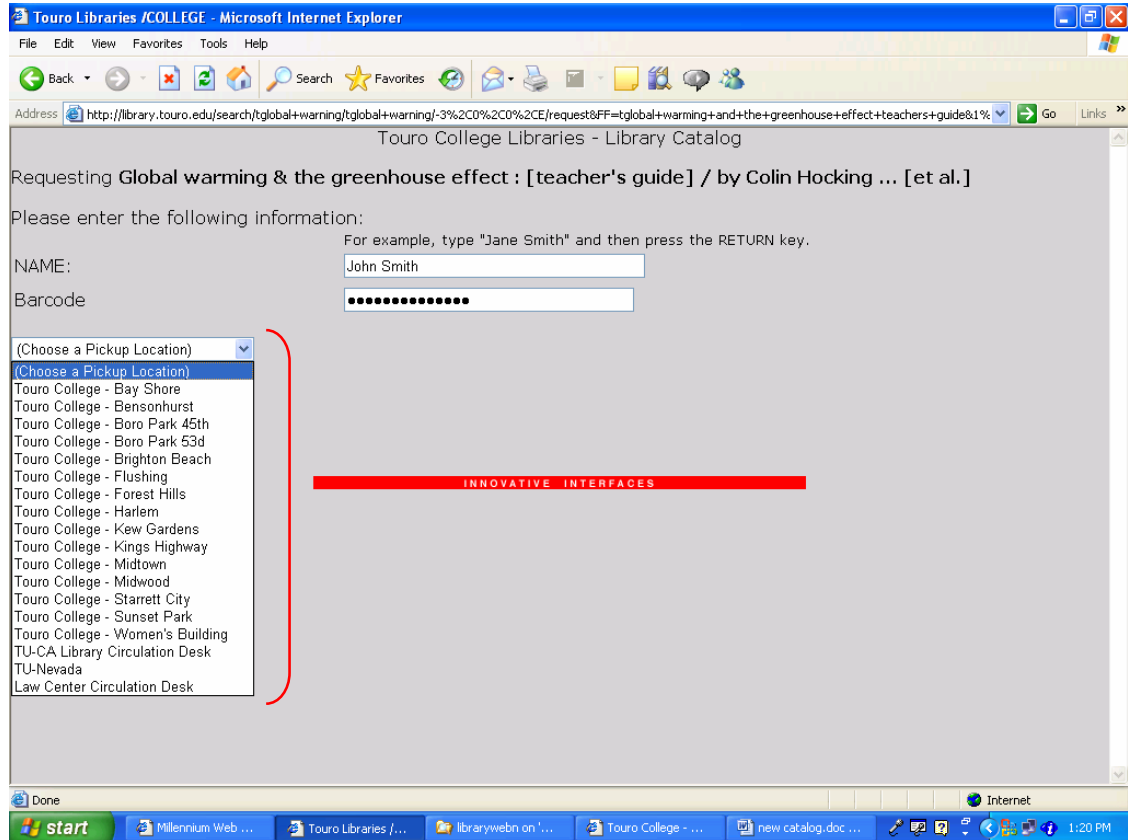
start Millennium Web ... Touro Libraries / ... librarywebn on ... Touro College - ... new catalog.doc ... 1:18 PM

For example:

NAME: **John Smith**

Barcode: **20000001234567**

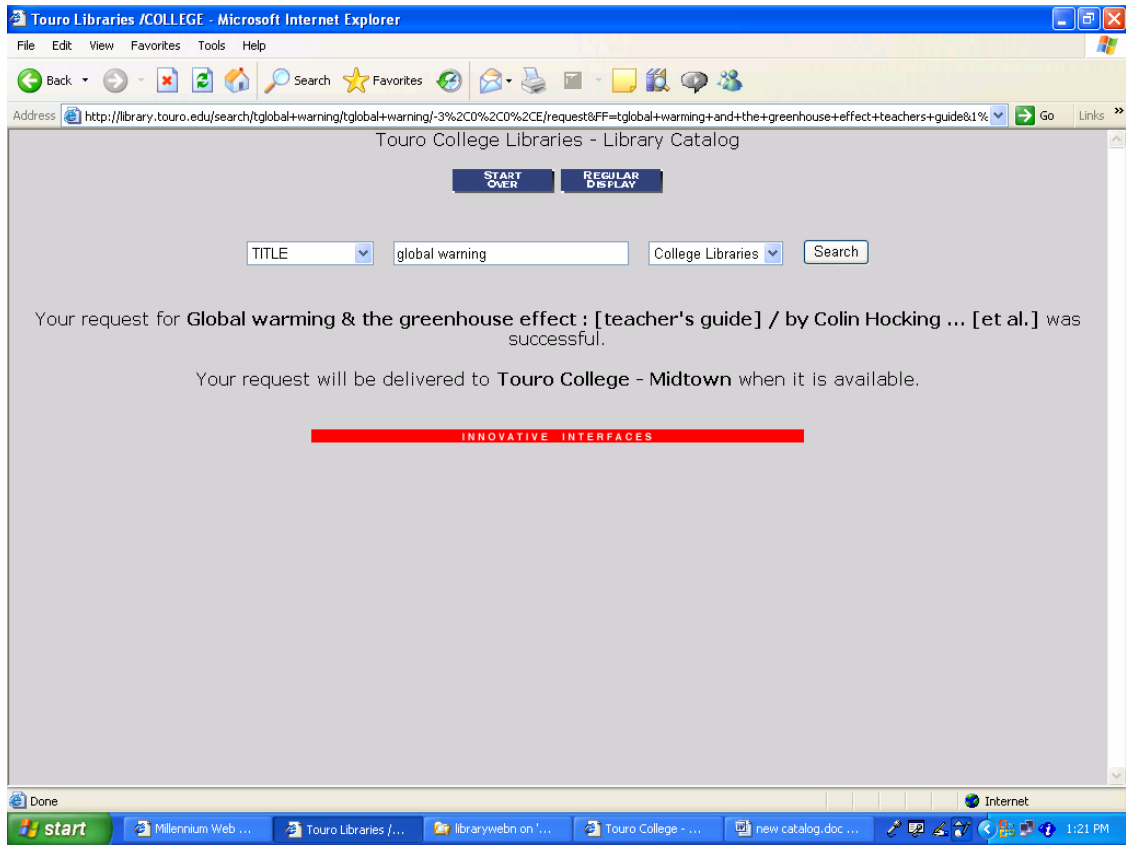
Select the library of your choice, then click on the **SUBMIT** button.



You will receive the following message:

“Your request for **(title)** was successful.

Your request will be delivered to **(pickup location)** when it is available.”



NOTE: You cannot request materials that are **ebooks, ejournals, reference, or on reserve.**

Do not request items with a Status of **MISSING.**

Make your requests well in advance of need since the loan period is two weeks and it often takes as long as two weeks for material to arrive from other places.

You will be notified when the item is available and be given **one week** to go to the library to borrow it.

To cancel a request, contact library staff.