Step by Step Directions for Requesting a Book from the Library

1. Go to http://www.mercerlibrary.org/

2. Click in the search box at the top of the page (it says "Catalog")

3. Type in the title you are looking for and click "Search".

4. Find the title you are looking for on the list (sometimes there is more than one that will work) and click on it. *Be sure that you are choosing the correct format that you want (example: book, CD, DVD, etc.)

5. Click the "Place a hold" button on the top right of the window.

6. Log in using your library card code (use all 14 numbers) and pin number (pin number is usually last 4 digits of your phone number).

7. Choose the library where you would like to pick the book up at. (Marion is Zahn-Marion Branch Library)

8. Click the "Place Hold" button.

9. Click OK
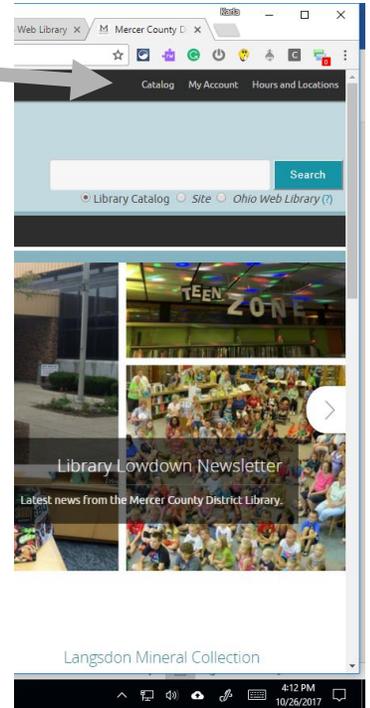
The library will contact you when your book is available.

**If you are having trouble placing the hold call the library (419-925-4966) and they can assist you.

Directions for Getting Audio or Digital Downloads with Your Library Card:

1. Follow the same instruction as #1 and #2 above.
2. On this page, select "The Ohio Digital Library"
3. Click "Search"
4. Type in the title you are looking for and press "enter" on your keyboard. Find the correct format such as "audiobook"
5. Click "Borrow"
   a. If you are not currently logged on, you will be prompted to enter your library, library card code, and pin (see #6 above)
   b. If the book or audiobook is not currently available, you will be sent an e-mail telling you when it is available.
6. Once you have borrowed it, press "Go to Loans"
7. If the student is listening on his/her Chromebook, press "Listen in Browser"
   a. I suggest keeping the browser open OR save the page as a favorite so that one can easily get back to the book. Sometimes a student will be prompted to enter the library info again, but as long as you are saving your log on information, this process is quite fast.
   b. Some students keep the browser open constantly and don't turn off their Chromebooks to speed up the process of getting the device read to listen.
8. If the student is listening to it on an I-pod, I-phone or other digital device, you can set up your device with OverDrive. It is the least time-consuming option in the long run.