

## Search for Items Not in Our Catalog to Find and Request an Item for Interloan

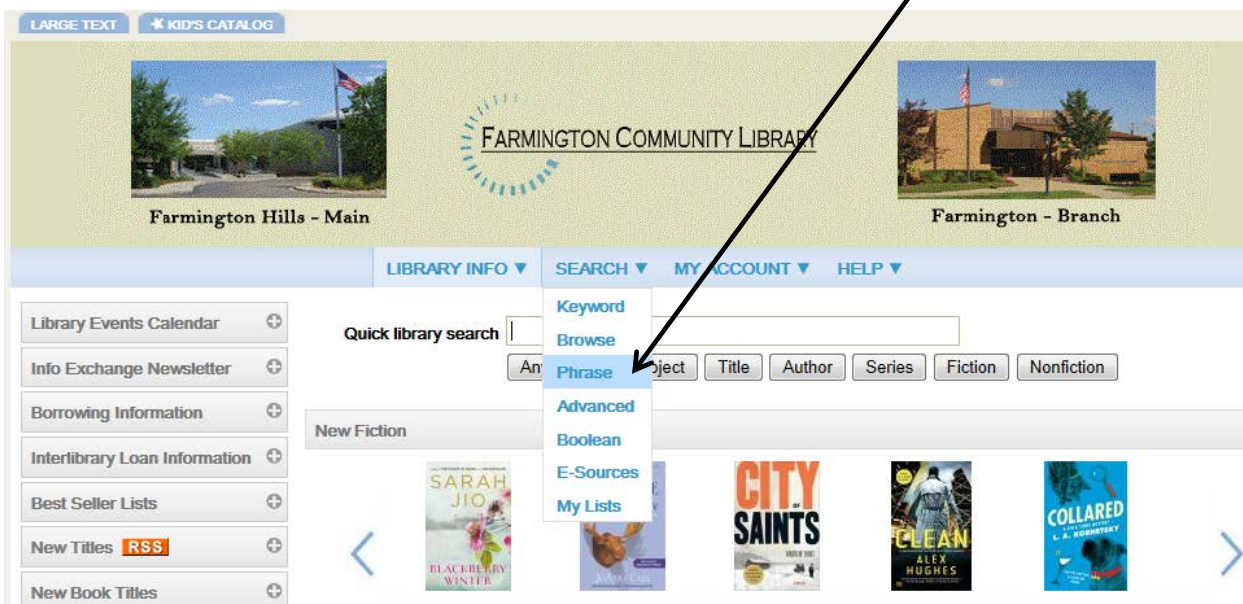
You must live, work or go to school in Farmington or Farmington Hills in order to place an Interlibrary Loan request.


There are three steps to this process: (Click on the tabs below for details)

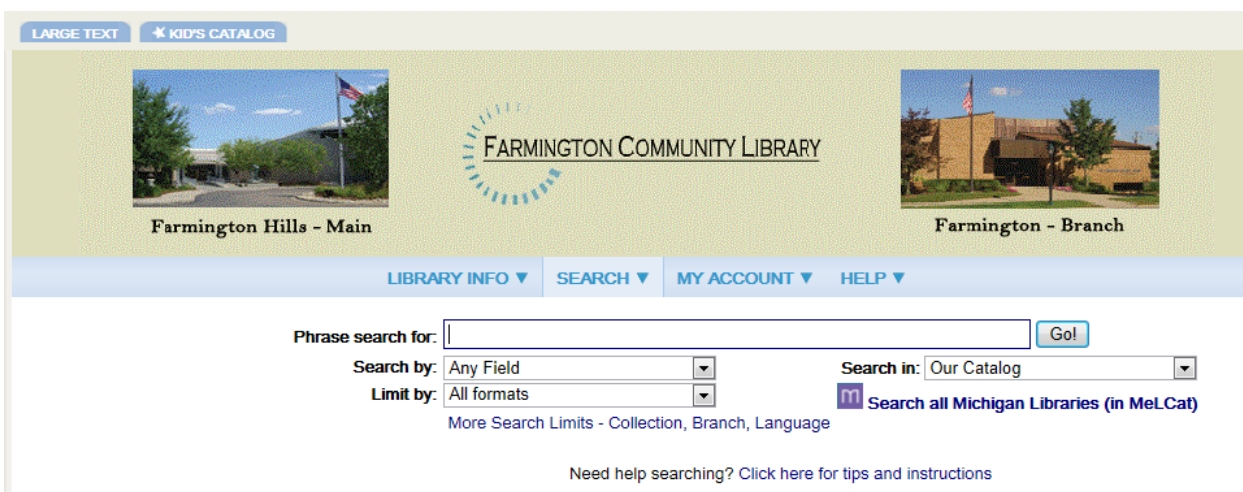
- [Search for an Item](#)
- [Place your Request](#)
- [Select the library branch where you want to pick up the requested item.](#)

### Search for an Item:

1. From our Catalog's Portal page, click on the blue **Search** tab and choose **Phrase**:

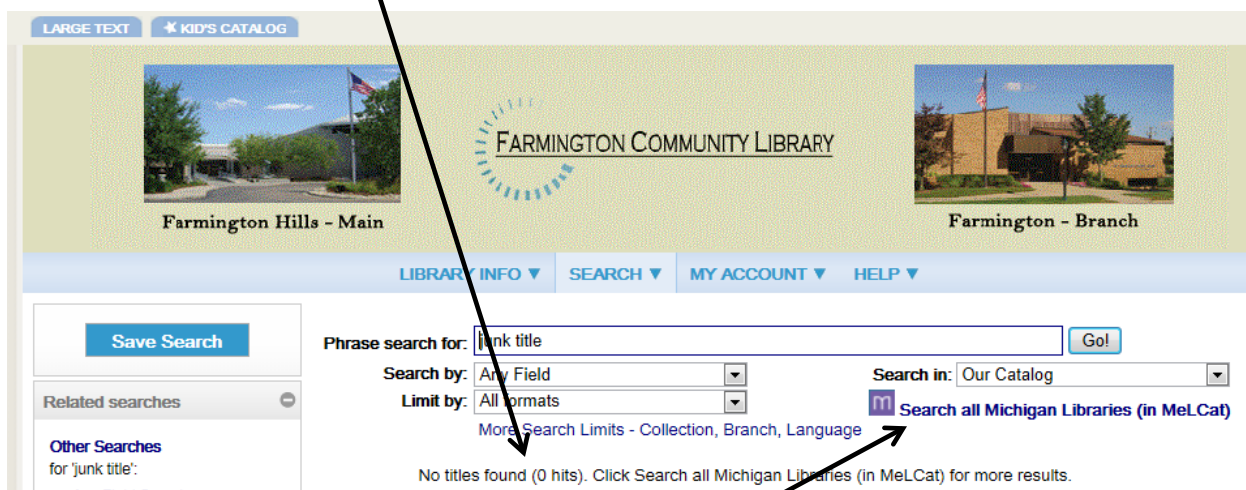


2. The Catalog Phrase Search screen will appear. By default, the **Search In: Our Catalog** appears and below that you will see  [Search all Michigan Libraries \(in MeLCat\)](#).

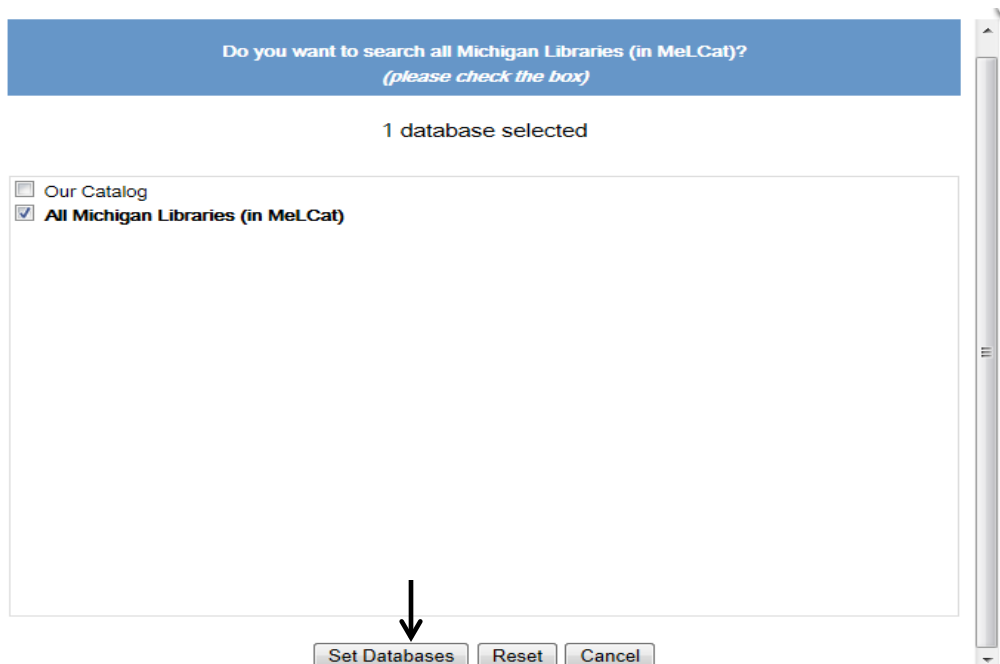


## Ways to Search:

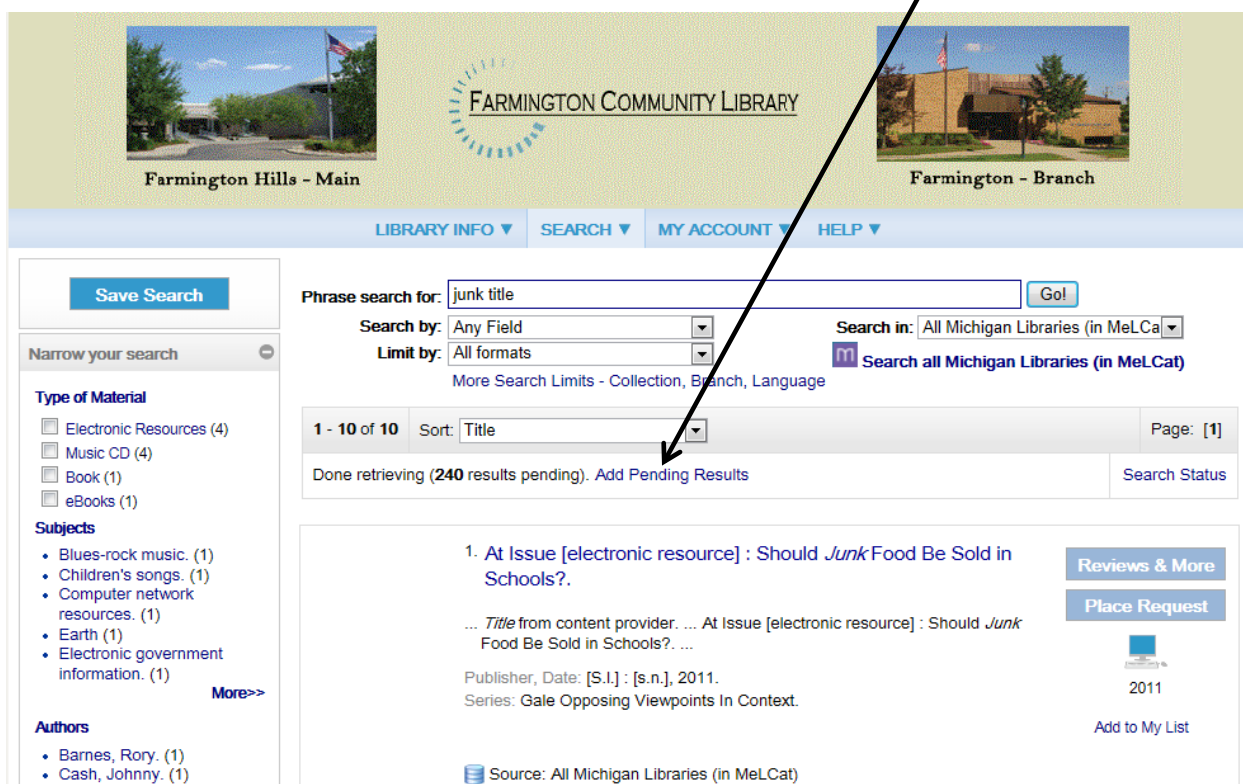
1. There are three ways to search for your title:
  - Search the Farmington Community Library Catalog to see if we own a copy. Interlibrary Loan requests on items owned by our Library will be cancelled. If our copy is missing or lost, you will be able to use our online [Interloan Request](#) form to ask for it.
  - Search Michigan Libraries in MeLCat. Use this when no hits are found in our catalog
  - Search Michigan Libraries in MeLCat as well as the FCL Catalog.
2. Searching Tips:
  - Always select the way you wish to search **before** you enter your search term otherwise your entry will be **erased**.
  - Do not use **Limit by** or **More Search Limits** when searching MeLCat as no results will be listed.
3. **To search only the FCL Catalog**, enter your search term in the **Phrase search for** box and click the **GO!** button.
  - If our library owns a copy, a search results screen will be displayed.
  - If our library does not own a copy, the following will appear indicating **No titles found (0 hits)**.



4. Click **Search all Michigan Libraries (in MeLCat)**, uncheck Our Catalog, place a check in **All Michigan Libraries (in MeLCat)** and click the **Set Databases** button found at the bottom of the screen. You may have to scroll down to see the Set Databases button. Your search will be performed.



5. If ten or more copies are found through MeLCat, a list of ten will be displayed and other copies will be retrieved. Once all copies are located, click **Add Pending Results** to the list. It may take a moment to load the titles.



6. To search our catalog and MeLCat at the same time, begin your Phrase search by clicking **Search all Michigan Libraries (in MeLCat)**. Check both boxes, click **Set Databases**, then enter your search term and click the **Go!** button. When your results list is displayed, be sure to click **Add Pending Results** to view all the titles.

Do you want to search all Michigan Libraries (in MeLCat)?  
(please check the box)

2 databases selected

- Our Catalog
- All Michigan Libraries (in MeLCat)

## Placing Your Request:

1. You will see that MeLCat titles have no **Where Is It?** button for item availability, only **Reviews & More** and **Place Request**. Click the **Place Request** button.



138. *Just junk: new looks for old furniture*  
by Barker, Linda.

... At head of *title* on cover: Reader's Digest. ... *Just junk: new looks for old furniture* / Linda Barker. ...

Publisher, Date: Pleasantville, N.Y. : Reader's Digest Association, c1997.  
Description: 144 p. : ill. (chiefly col.) ; 28 cm.

Share your thoughts! [Add a review](#); No reviews

[Reviews & More](#)


[Place Request](#)

  
1997

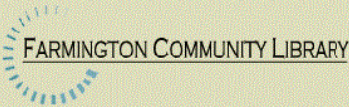
[Add to My List](#)

 Source: All Michigan Libraries (in MeLCat)


2. Enter your library card number with no spaces and the last four digits of your phone number. Please note: **You will be notified when your request has been processed and your item is available for pickup.** An ILL request item may take two to six weeks to arrive at the library.



Farmington Hills - Main




FARMINGTON COMMUNITY LIBRARY




Farmington - Branch

**A Catalog request cannot be placed on an Electronic Book/Audiobook, Your Lucky Day Book/DVD, Law Book, Reference Book, Heritage Room Book, Children's Board Book or any Magazine:**



**Just junk : new looks for old furniture**

Author: Barker, Linda.  
Publisher, Date: Pleasantville, N.Y. : Reader's Digest Association, c1997.  
ISBN: 0762100176 (pbk.) - Description: 144 p. : ill. (chiefly col.) ; 28 cm.



Enter the information below to log into your account

You will be notified when your request has been processed and your item is available for pickup.

Library Card Number with no spaces:

Last four digits of your Phone Number:

3. Use the arrow on the drop down box to **Select a pickup library**. If you always want to use that branch for pickup, click the box for **Always use this pick-up location (you can change it at any time)** after selecting the library. Click the **Submit Request** button.


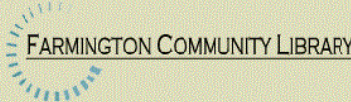

You will be notified when your request has been processed and your item is available for pickup.

Library Card Number with no spaces: \*\*\*\*\*9734

Pickup Library:

Always use this pick-up location (you can change it at any time)?


4. Please read the information about placing holds and press the **Continue** button.




**Farmington Hills - Main** **Farmington - Branch**

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**Just junk : new looks for old furniture** 


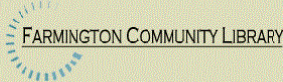

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Residents with accounts in good standing can place Interlibrary Loan requests. An ILL request for an item we own will be cancelled and a Library hold request will be placed on the item. New items less than 6 months old cannot be requested. If you need assistance, please call 248-553-6880 to speak with an Information Desk Librarian.

5. Your request has been placed.


- You can **Return to search results** to browse titles and place more holds.
- You can **Go to your list of hold requests** on your patron account.
- You can **Log Out** if you are finished. **Always remember to Log Out.**



**Farmington Hills - Main** **Farmington - Branch**

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Your request has been placed.

0 New messages  
0 Read messages