

Borrowing From Other Libraries – Interlibrary Loan

YCCC's online catalog, Minerva, has access to more than just the books, DVDs, videos, and CDs in our own library. You can request material from other libraries across the state and have them delivered directly to the YCCC Library for you to pick up. These services are available at no charge to YCCC student, faculty, and staff. Interlibrary loan requests are limited to 5 at one time.

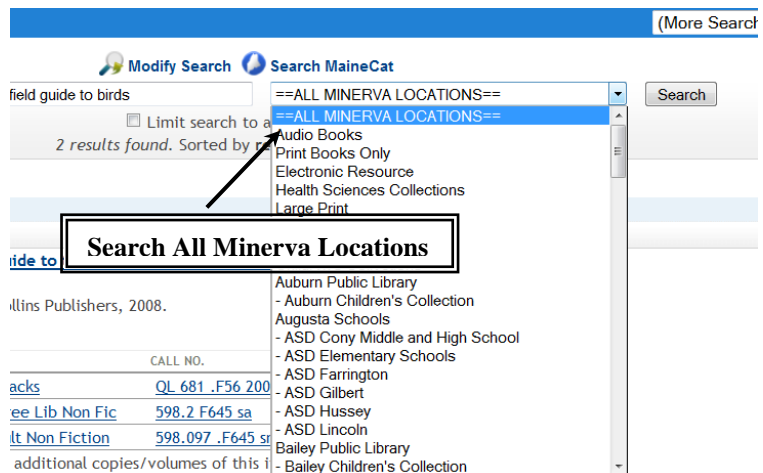
This handout provides step-by-step instructions on how to request items from other Minerva libraries. If you need further assistance, please contact the Library:

York County Community College Library

Phone: (207) 646-9282 ext. 5303 Email: library@yccc.edu

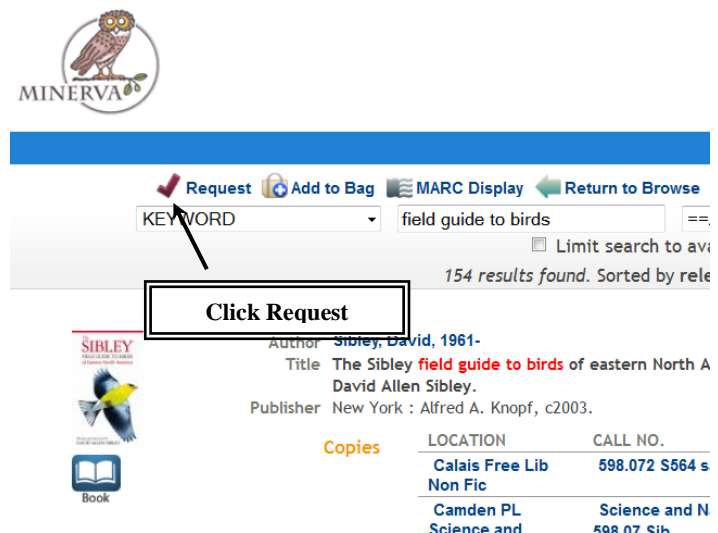
Step 1:

Search by author, title, or keyword in YCCC's catalog. If you don't find what you're looking for, expand your search using the drop down menu and selecting **All Minerva Locations**. Click Search.



Step 2:

Look through the list of items and click on the title of the one you are interested in to open the record. Click **Request**. The system will automatically choose the library it will be sent from.





Step 3:

Enter your full name and patron barcode from the back of your student ID. This 14 digit number should start with 26490. Click **Submit**.

Request Verification

The screenshot shows the 'Request Verification' form. At the top, it says 'Requesting *The Sibley field guide* written and illustrated by David Sibley' and 'North America /'. Below this, it says 'Please enter the following information:'. There are two input fields: 'Your Name' and 'Your Patron Barcode'. An annotation box labeled 'Your name' points to the 'Your Name' field. Another annotation box labeled '26490 + your student ID #' points to the 'Your Patron Barcode' field. At the bottom, there is a 'Submit' button. An annotation box labeled 'Submit' points to this button.

Step 4:

A confirmation page will appear letting you know the items will be delivered as soon as they are available (usually 3-4 business days). If you get an error message, contact a librarian. Be sure to **check your YCCC e-mail** for a notice telling you that your items have arrived and are ready for pickup.



Your Request

Your request for *The Sibley field guide to birds of eastern North America*

You will be able to pick up this material at York County Community College

If you are finished making requests click **Log Out** to end your session..

Step 5:

That's it! **Enjoy** your library materials and be sure to return them on time. You can renew items once for 2 more weeks (1 week for audiovisual) if no one is waiting for them. Renewals can be done online through My Library Account, in person, or by phone.