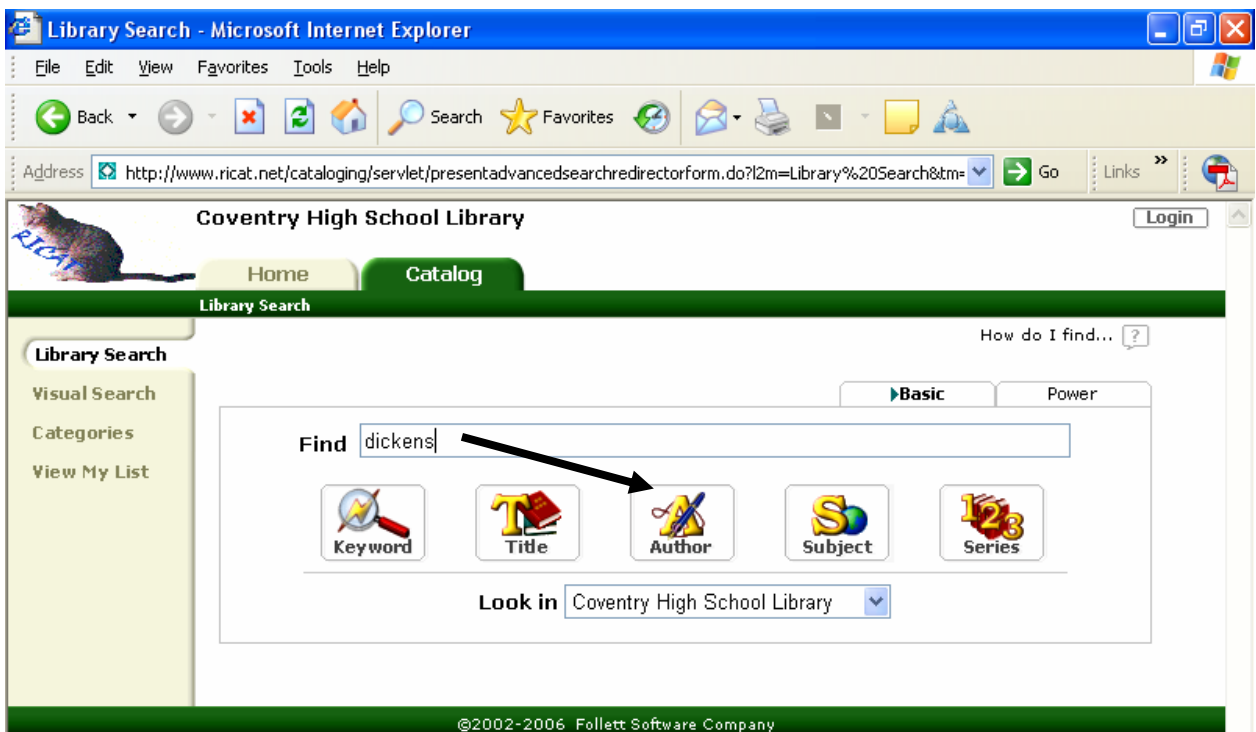


☆ How to request materials from your own or another library ☆

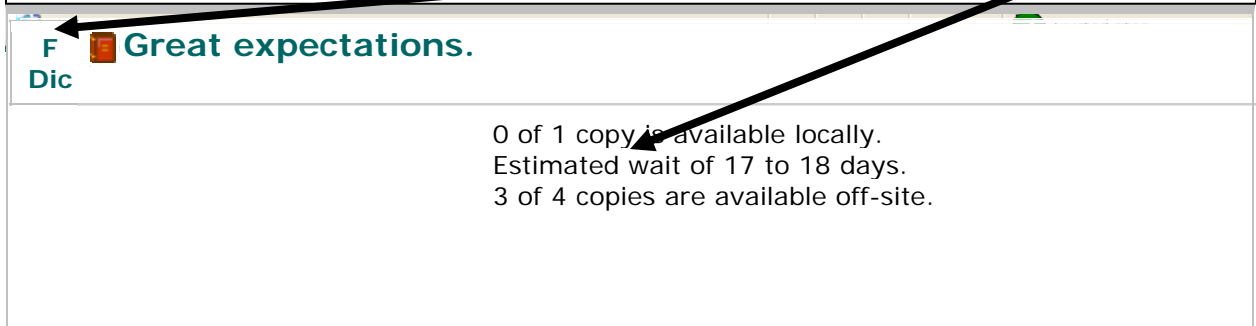
*****If you are looking for a magazine article, or materials on a particular subject, please ask at the library, or send an email request to _____, including as many details as you have about what you are looking for. You should also do the same thing if you can't find the book that you are looking for in RICAT.

To check RICAT: ←

1. Go to your library's site on RICAT (www.ricat.net) and click on your library (the list is divided into separate lists by elementary, middle schools, and high schools). Once you have reached your library's home page or catalog page, search for the item you want by clicking on Library Search in the Catalog tab. You can search by keyword, author, title, subject, or series.



If you find what you are looking for, check to make sure that it's on the shelf (available). If a copy is available, write down the call number so you can find it on the shelf.



2. If you don't find what you are looking for, log in. (Check with your librarian regarding user names and passwords.) Then...

.... go back to the catalog tab and click on the little blue check mark (it might also look like a set of arrows pointing up and down) to the right of the box with the words "Look in" in front of it. Click on RICAT in the list that drops down when you click on the little blue check mark. Repeat your search.

3. If you find what you are looking for, click on Hold It to place your request. If a local copy exists but is checked out to another student or teacher, your librarian may choose to place a hold on this item for you, so that the local copy will be held for you when it returns.

☆ If you don't find what you are looking for, please see your librarian.

4. To check on your requests and the items that you have checked out, go to the My Info tab (you must be logged in).

Letters in brackets mean that this book belongs to another library

Due Date	Title	Call Number	Price	Checked Out
10/2/2006	A Christmas carol (Copy: [NCS] 3N5S0000015791)	FIC DIC		9/23/2006
10/10/2006	Great expectations. (Copy: T 31232)	F Dic	\$25.00	9/23/2006

Title	Requested	Quantity	Status
Reformation and society in sixteenth-century Europe	[CHW] T 14546	1	Pending
El Cantico De Navidad.	T 33010	1	Ready
A Christmas carol / simplified by Michael West. Illustrated by Will Nickless	[EGH] T 33098	1	En Route

Check the status column:

- If it's Ready, you should be able to pick it up at the circulation desk.
- If it's En Route, the book is in the statewide delivery system, on its way to your library.
- If it's Pending, your request is waiting to be processed, or is checked out to someone else.
- If it's Expired, you'll need to place a new hold if you still want the item.