THAYER MEMORIAL LIBRARY SOCIAL DISTANCING DIARY: DAY TWO

Want to submit an online request for items belonging to Thayer Memorial Library, but aren't sure how to do it? We can help!

Step One: Have your library card handy! Can't find your card? Don't remember your PIN? <u>Email</u> us, and we'll help.

Step Two: Access TML's online catalog by typing into your computer browser <u>https://lancaster.cwmars.org/eg/opac/home</u>.

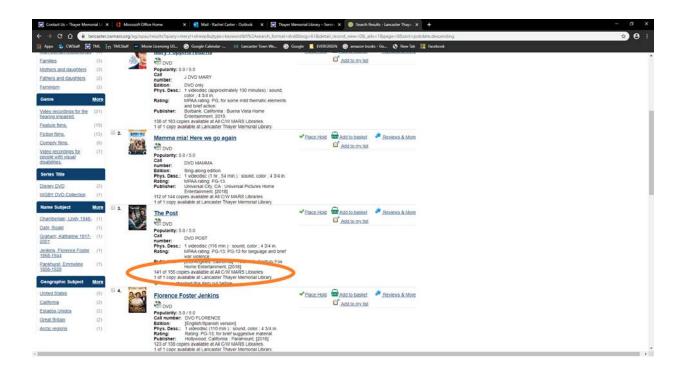
Step Three: You will see a large empty box in the middle of your screen. In that box, type in your search topic/title/author. Then click "**Search**."

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Find the item you would like. To the right, you will see a green checkmark

Step Four: Important - Confirm that the item you are requesting is available!

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Step Five: Find the item you would like. To the right, you will see a green check mark and the words "**Place Hold**." Click on that.

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Step Six: Enter your username, which is the bar code number on the back of your card, and password.

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Success! A library staff member will be in touch to schedule your pick-up.

If you have any questions or need assistance, please call 978-368-8928 ext 2. **Although the library remains closed to the public**, phones will be answered, and calls will be returned Monday through Friday, from 10 a.m. to 5 p.m.