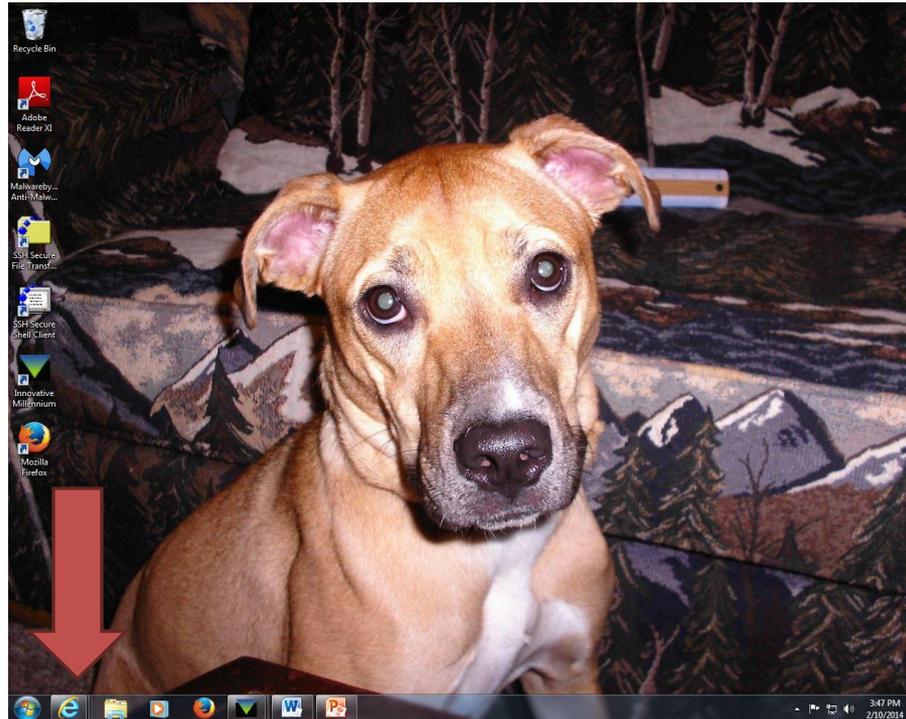


How to Interloan Materials through MeLCat

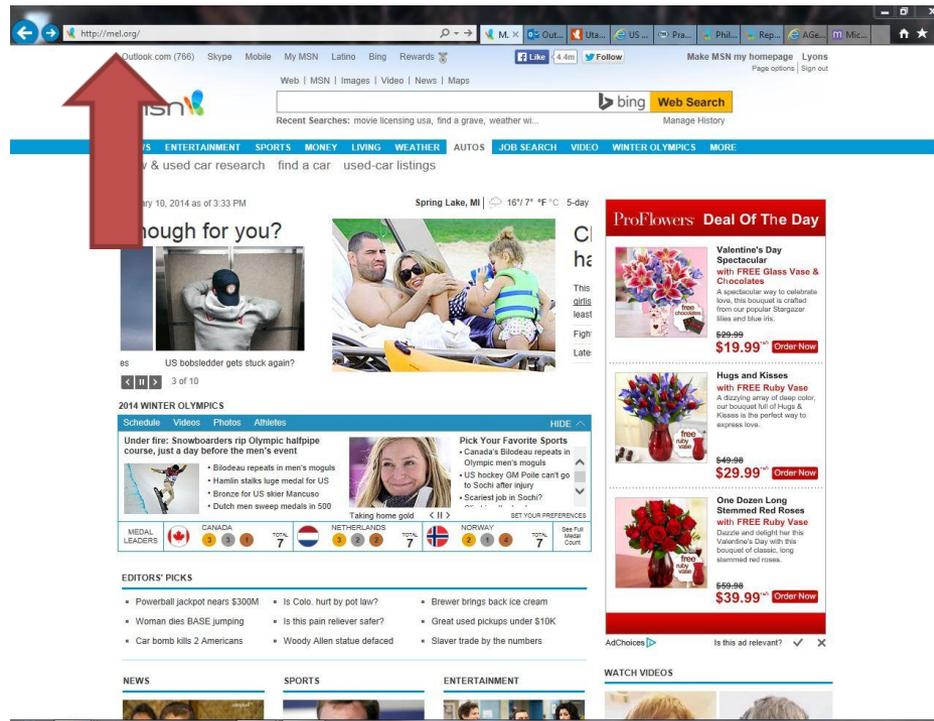
Lyons Township District Library

February 10th, 2014

Open your web browser (Internet Explorer, Firefox, Chrome, Safari, etc.)



Type the web address <http://mel.org> into your browser's address bar and push the enter key on your keyboard.



The image shows a screenshot of a web browser displaying the MSN homepage. The address bar at the top contains the URL <http://mel.org/>. A large red arrow points upwards from the text below towards the address bar. The MSN logo is visible in the top left corner. Below the logo is a search bar with the text "bing Web Search" and a search button. The page features a navigation menu with categories like "SPORTS", "MONEY", "LIVING", "WEATHER", "AUTOS", "JOB SEARCH", "VIDEO", and "WINTER OLYMPICS". The main content area includes a weather forecast for Spring Lake, MI, a "Deal Of The Day" advertisement for ProFlowers, and a section for the 2014 Winter Olympics. The Olympics section includes a "MEDAL LEADERS" table and "EDITORS' PICKS".

Country	Gold	Silver	Brass	Total
CANADA	3	3	3	7
NETHERLANDS	3	2	2	7
NORWAY	2	1	4	7

EDITORS' PICKS

- Powerball jackpot nears \$300M
- Woman dies BASE jumping
- Car bomb kills 2 Americans
- Is Colo. hurt by pot law?
- Is this pain reliever safer?
- Woody Allen statue defaced
- Brewer brings back ice cream
- Great used pickups under \$10K
- Slaver trade by the numbers

Click the link titled **MeLCat**. (Second link down from the top of the webpage)



The screenshot shows the Michigan eLibrary website interface. A red arrow points to the MeLCat link in the right-hand column. The website features a navigation menu at the top, a sidebar with various service categories, and a main content area with several informational sections.

Michigan eLibrary

Navigation: Michigan.gov | MDE | Library of Michigan | **MeL Home** | Contact | Promotions | MyMeLCat | About | Help

MeL Databases
Read full text articles from magazines and newspapers, find current reference sources, use advanced search functions

MeLCat
Order books, audio books, music, movies and other materials delivered to your participating library

M.O.R.E.
Michigan Online Resources for Educators: Find lesson plans and curriculum aids searchable by subject or state standard

Featured Resources
Includes info on broadband activities in Michigan and other evolving topics of statewide and national interest.

MeL Michigana
Explore Michigan's heritage through photographs, diaries, oral histories, local records and historical data

Michigan's 24/7 Library

- Full Text Magazines and Newspapers
- Tests and Tutorials (GED, ACT, Careers, etc.)
- Find Job!
- Database Tutorials
- Digital Literacy

MeL Subject Gateways

- Books and Reading
- Business and Jobs
- Genealogy
- Health and Wellness
- Kids
- Legal
- Reference Desk
- Teens

Library of Michigan

This project is made possible by grant funds from the U.S. Institute of Museum and Library Services (IMLS)

Search for the item you would like to interloan. Search by Keyword, Author, Title, or Series Title. (If you're looking for a book called *When You are Engulfed in Flames*, type the title of the book in the box next to **Search for:** and select the circle next to the word **Title**.) When you have typed in what you're looking for, click the green box labeled **Find it!**

The screenshot shows the Michigan eLibrary search interface. At the top, there is a navigation bar with the Michigan eLibrary logo and various links. Below this is a search section titled "Quick Search" with the instruction "Search the MeL Catalog for books on tape/CD/DVD, music, magazines, and more!". There are four radio button options: "Keyword", "Author", "Title", and "Series Title". The "Title" option is selected. A search input field contains the text "When You are Engulfed in Flames". To the right of the input field is a green button labeled "Find It!". Below the search options is a table titled "Other Searches" with the following content:

Other Searches	
Subject (LC)	ISBN/ISSN
Subject (Children's)	OCLC number
Subject (MESH)	Other Standard Number
Advanced Keyword	Government Document Number

Below the table are links for "Participating Libraries" and "Award Winners". To the right of the "Other Searches" table is a section titled "Visiting the Library in Person?" with the text "You can restrict your search to a specific part of the state." and a link for "Region map". At the bottom of the page, there are logos for the "Library of Michigan" and the "Institute of Museum and Library Services", along with a paragraph of text: "This project is made possible by grant funds from the U.S. Institute of Museum and Library Services (IMLS) administered by the State of Michigan through the Library of Michigan. Additional funding provided by the State of Michigan."

If your search retrieves a number of results, scroll through the page until you find the item you're looking for. Each result will usually say what format the material is (book, sound recording, film, etc.) When you find a result you would like, click on the blue link to be taken to the record.

The screenshot shows a web browser window displaying the Michigan eLibrary search results page. The browser's address bar shows the URL: <http://eLibrary.mel.org/search/A?searchtype=1&searcharg=When%20you%20are%20engulfed%20in%20flames>. The page header includes the Michigan eLibrary logo and navigation links such as "Michigan.gov", "MDE", "Library of Michigan", "Mel Home", "Contact", "Promotions", "MyMel.Cat", "About", and "Help". Below the header, there are buttons for "MeL Home", "MeL Databases", "MeL Catalog", "Michigan Online Resources for Educators", "Featured Resources", and "MeL Michigana".

The search results section is titled "TITLES (1-8 of 8)" and "When You Are Engulfed in Flames". It lists three results:

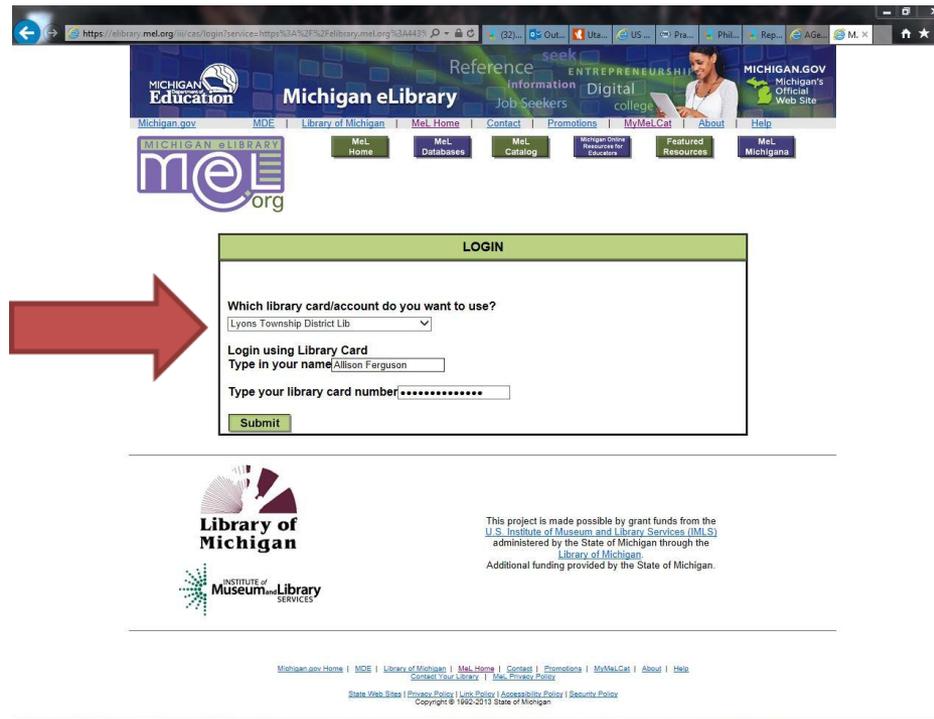
- 1. [When you are engulfed in flames / David Sedaris.](#) David Sedaris. 2008. [Get This for Me!](#)
Sedaris, David.
viii, 323 p. ;
ISBN/ISSN: 9780316143478
- 2. [When you are engulfed in flames / David Sedaris.](#) David Sedaris. 2009. [Get This for Me!](#)
Sedaris, David.
xii, 323 ;
ISBN/ISSN: 9780316154680
It's catching -- Keeping up -- Understudy -- This old house -- Buddy, can you spare a tie? -- Road trips -- What I learned -- That's amore -- Monster mash -- In the waiting room -- Solution to Saturday's puzzle -- Adult figures charging toward a concrete toadstool -- Memento mori -- All the beauty you will ever need -- Town and country -- Aerial -- Man in the hut -- Of mice and men -- April in Paris -- Crybaby -- Old Faithful -- Smoking section.
- 3. [When you are engulfed in flames \[sound recording\] / David Sedaris.](#) David Sedaris. 2008. [Get This for Me!](#)
Sedaris, David.
1 sound media player (9 hr.) ;
ISBN/ISSN: 9781605148052

A large red arrow points from the search results area down towards the bottom of the page, indicating the direction to scroll.

If you read through the record and confirm this is the item you would like to request, click the link that says **Get this for me!**

The screenshot shows the Michigan eLibrary website interface. At the top, there is a navigation bar with the Michigan eLibrary logo and various service links like 'Reference', 'Information', 'Job Seekers', and 'Digital college'. Below the navigation bar, there are several buttons: 'MeL Home', 'MeL Databases', 'MeL Catalog', 'Michigan Online Resources for Educators', 'Featured Resources', and 'MeL Michigana'. The main content area displays a search result for the book 'When you are engulfed in flames' by David Sedaris. The record is identified as 'Record 2 of 8'. A red arrow points to the 'Get this for me!' link. Below this link, there is a table listing participating libraries: Bay Mills Community Coll, Kent District Library, Public Libraries - Saginaw, Wayne State University, Jackson District Library, Lansing Community Coll, and Roscommon Area Dist Library. The bottom section of the record provides details such as 'Edition: 1st ed.', 'Description: xii, 323, 21cm.', 'Note: Originally published: New York : Little Brown, c2008.', and 'Contents: It's catching -- Keeping up -- Understudy -- This old house -- Buddy, can you spare a tie? -- Road trips -- What I learned -- That's amore -- Monster mash -- In the waiting room -- Solution to Saturday's puzzle -- Adult figures charging toward a concrete toadstool -- Memento mori -- All the beauty you will ever need -- Town and country -- April -- Man in the hut --'.

In the box below the text **Which library card/account do you want to use?** click the arrow and scroll down until you find **Lyons Township District Lib.** Select this library.



The screenshot shows a web browser window displaying the Michigan eLibrary login page. The browser's address bar shows the URL: <https://library.mel.org/mel/cas/login?services=https://34529532FullLibrary.mel.org/3344439>. The page header includes the Michigan eLibrary logo and navigation links such as Michigan.gov, MDE, Library of Michigan, Mel_Home, Contact, Promotions, MyMel.Cat, About, and Help. Below the header is a navigation menu with buttons for MeL Home, MeL Databases, MeL Catalog, Michigan Online Resources for Educators, Featured Resources, and MeL Michigan. The main content area is titled "LOGIN" and contains the following text and form elements:

Which library card/account do you want to use?

Login using Library Card
Type in your name

Type your library card number

A large red arrow points to the dropdown menu. Below the login form, the page features the Library of Michigan logo and the Institute of Museum and Library Services logo. A footer section contains the following text:

This project is made possible by grant funds from the U.S. Institute of Museum and Library Services (IMLS) administered by the State of Michigan through the Library of Michigan. Additional funding provided by the State of Michigan.

Michigan.gov Home | MDE | Library of Michigan | MeL_Home | Contact | Promotions | MyMel.Cat | About | Help
Contact Your Library | MeL Privacy Policy

State Web Sites | Privacy Policy | Link Policy | Accessibility Policy | Security Policy
Copyright © 1992-2010 State of Michigan.

In the box next to the text **Login using Library Card**
Type in your name, type in your name. (Example:
John Smith)

The screenshot shows a web browser window displaying the Michigan eLibrary website. The page features a navigation menu with links such as 'Michigan.gov', 'MDE', 'Library of Michigan', 'MeL Home', 'Contact', 'Promotions', 'MyMeL.Cat', 'About', and 'Help'. Below the navigation is a 'LOGIN' section with the following form:

LOGIN

Which library card/account do you want to use?

Login using Library Card
Type in your name

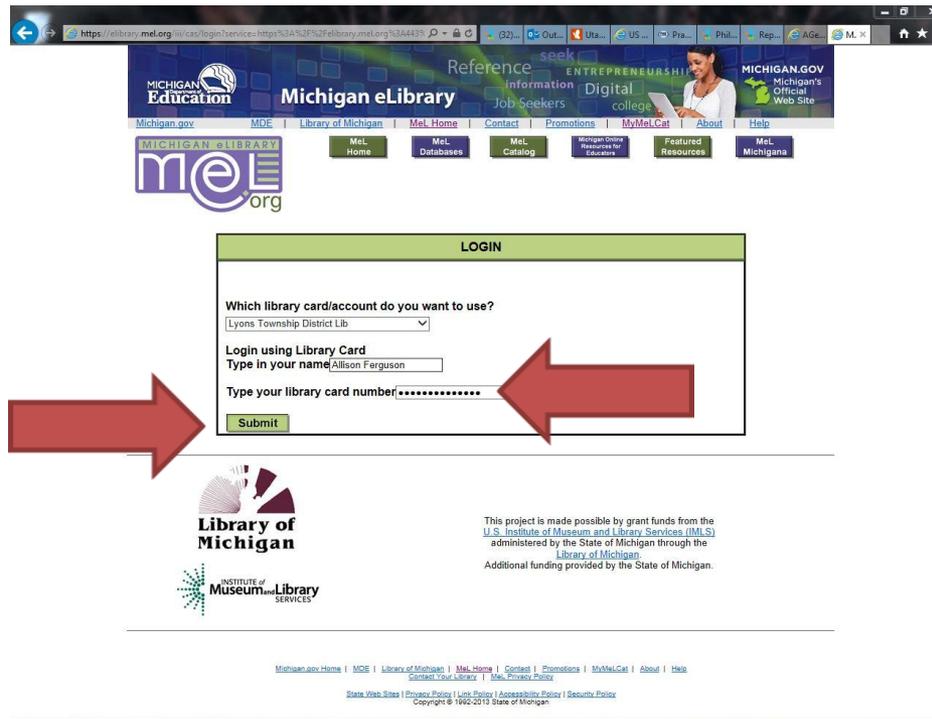
Type your library card number

At the bottom of the page, there is a logo for the 'Library of Michigan' and 'INSTITUTE of MUSEUM and LIBRARY SERVICES'. A footer contains the following text:

This project is made possible by grant funds from the U.S. Institute of Museum and Library Services (IMLS) administered by the State of Michigan through the Library of Michigan. Additional funding provided by the State of Michigan.

Michigan.gov Home | MDE | Library of Michigan | MeL Home | Contact | Promotions | MyMeL.Cat | About | Help
Contact Your Library | MeL Privacy Policy
State Web Sites | Privacy Policy | Link Policy | Accessibility Policy | Security Policy
Copyright © 1992-2010 State of Michigan.

In the box next to the text **Type your library card number**, type in your library card number as it appears below the barcode on the back of your library card. (Example: 29907000012345) Click the green box labeled **Submit**.



The screenshot shows a web browser window displaying the Michigan eLibrary login page. The page header includes the Michigan eLibrary logo and navigation links such as "Reference", "Information", "Digital", "Job Seekers", "ENTREPRENEURSHIP", and "college". Below the header is a navigation bar with links for "Michigan.gov", "Library of Michigan", "MeL Home", "MeL Databases", "MeL Catalog", "Michigan Online Resources for Educators", "Featured Resources", and "MeL Michigan".

The main content area is titled "LOGIN" and contains the following form fields:

- A dropdown menu labeled "Which library card/account do you want to use?" with "Lyons Township District Lib" selected.
- A section titled "Login using Library Card" with a text input field labeled "Type in your name" containing "Allison Ferguson".
- A text input field labeled "Type your library card number" followed by a series of dots.
- A green "Submit" button.

Two large red arrows point towards the "Type your library card number" input field and the "Submit" button, highlighting the required actions.

At the bottom of the page, there are logos for the "Library of Michigan" and the "INSTITUTE of MUSEUM and LIBRARY SERVICES". A footer section contains the following text:

This project is made possible by grant funds from the U.S. Institute of Museum and Library Services (IMLS) administered by the State of Michigan through the Library of Michigan. Additional funding provided by the State of Michigan.

At the very bottom, there is a footer with links: Michigan.gov Home | MDE | Library of Michigan | MeL Home | Contact | Promotions | MyMeL.Cat | About | Help | Contact Your Library | MeL Privacy Policy | State Web Sites | Privacy Policy | Link Policy | Accessibility Policy | Security Policy | Copyright © 1992-2010 State of Michigan.

If your request was successful, you should see the message **Your request for [item name] was successful. Item requested from [lending library name] Your request will be delivered to circulation desk at Lyons Township District Lib when it is available.**

The screenshot shows a web browser window displaying the Michigan eLibrary website. The URL in the address bar is <https://library.mel.org/search/SLS5/When+You+are+Engulfed+in+Flames+by+David+Sedaris>. The page header includes the Michigan eLibrary logo and navigation links such as "Michigan.gov", "MDE", "Library of Michigan", "MeL Home", "Contact", "Promotions", "MyMeL Cat", "About", and "Help". Below the header, there are buttons for "MeL Home", "MeL Databases", "MeL Catalog", "Michigan Online Resources by Database", "Featured Resources", and "MeL Michigana".

The main content area displays a confirmation message:

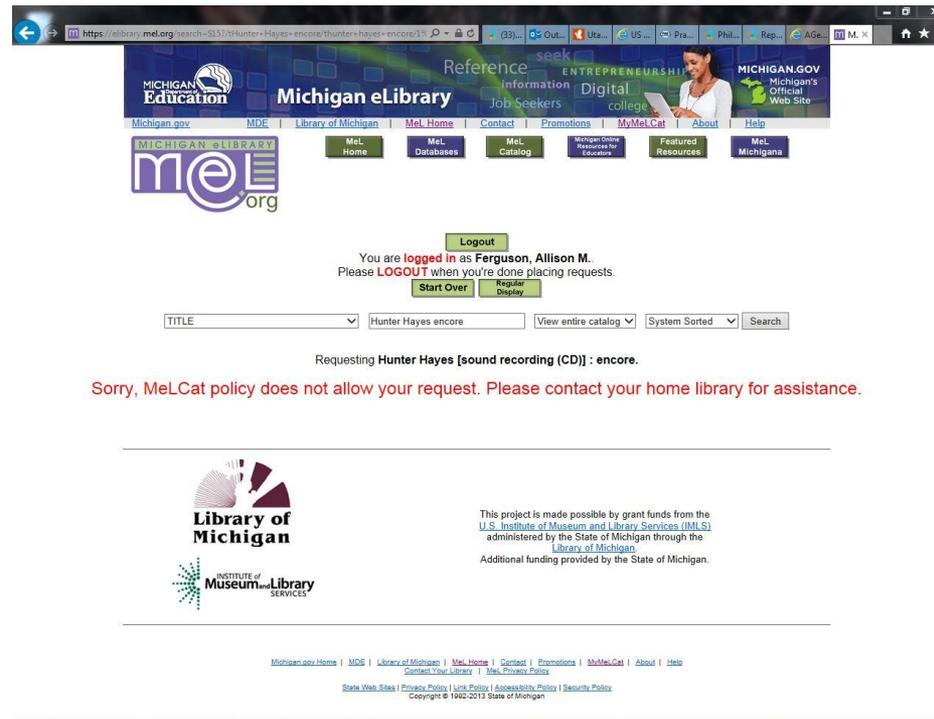
Logout
You are **logged in** as **Ferguson, Allison M.**
Please **LOGOUT** when you're done placing requests.
Start Over **Regular Display**

TITLE When You are Engulfed in Flames View entire catalog System Sorted Search

Your request for **When you are engulfed in flames / David Sedaris**, was successful.
Item requested from **Jackson District Library**
Your request will be delivered to **circulation desk at Lyons Township District Lib** when it is available.

The footer contains the Library of Michigan logo and the text: "This project is made possible by grant funds from the U.S. Institute of Museum and Library Services (IMLS) administered by the State of Michigan through the Library of Michigan. Additional funding provided by the State of Michigan." At the bottom, there are links for "Michigan.gov Home", "MDE", "Library of Michigan", "MeL Home", "Contact", "Promotions", "MyMeL Cat", "About", "Help", "Contact Your Library", "MeL Privacy Policy", "State Web Sites", "Privacy Policy", "Link Policy", "Accessibility Policy", "Security Policy", and "Copyright © 1992-2013 State of Michigan".

If your request was not successful, you will see a message such as **Sorry, MeLCat policy does not allow your request. Please contact your home library for assistance.** This may mean that there are no copies available for requesting, Lyons Township District Library owns this item and it is available to check out at our library, or the item is too new and no libraries will lend it out yet.



The screenshot shows a web browser window displaying the Michigan eLibrary website. The URL in the address bar is <https://elibrary.mel.org>. The page features a navigation menu with links for Michigan.gov, MDE, Library of Michigan, Mel Home, Contact, Promotions, MyMelCat, About, and Help. Below the navigation menu is a search bar with the text "TITLE" and a dropdown menu. The search results show a request for "Hunter Hayes [sound recording (CD)] : encore." with a message: "Sorry, MeLCat policy does not allow your request. Please contact your home library for assistance." The page also includes a "Logout" button and a "Start Over" button. At the bottom of the page, there are logos for the Library of Michigan and the Institute of Museum and Library Services, along with a copyright notice for 1992-2013 State of Michigan.

For Further Information

If you have any questions or concerns about interloaning materials through MeLCat, please feel free to visit the library or call us at (989) 855-3414.

Lyons Township District Library

240 E. Bridge St.

Lyons, MI 48851

<http://www.lyons.michlibrary.org/>