

## How to Interloan Materials through MeLCat

1. Open your web browser (Internet Explorer, Firefox, Chrome, Safari, etc.)
2. Type the web address <http://mel.org> into your browser's address bar and push the **enter** key on your keyboard.
3. Click the link titled **MeLCat**. (Second link down from the top of the webpage)
4. 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!**)
5. 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.
6. 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!**
7. 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.
8. In the box next to the text **Login using Library Card Type in your name**, type in your name. (Example: **John Smith**)
9. 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**)
10. Click the green box labeled **Submit**.
11. 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.**
12. 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.
13. 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/>