


To Place a Hold Request on a Title

1. Search for the item you wish to request.
2. Click on **Place Hold Request**.
3. Enter your barcode (library card number) and your password (by default it is the last 4-digits of your phone number).
4. Click on the **Log In** button
5. Click on **Submit Request**
6. The first available copy in the system will satisfy your hold request.



To Place a Hold on a Specific Volume

If you want to request a particular volume in a set, you will need to place an item-specific hold. This means that **ONLY** that specific copy will fill your request.

1. Search for the desired title and click on **Call # & Availability**.
2. Click on the request button  to the left of the volume you want.
3. Enter your barcode (library card number) and your password (by default it is the last 4-digits of your phone number).
4. Click on the **Log In** button.
5. Click on **Submit Request**

Note: You can only use item-specific holds to request certain items, including DVDs and BOCDs.

OUT-OF-SYSTEM Interlibrary Loan (ILL)

1 Catalog(s) selected (10 allowed)

Why these databases?

- Finger Lakes Library System
- WorldCat (Out of System Interlibrary Loan)

Set Catalog(s) Clear Close

If your search of the FLLS catalog yields no results, you can search the WorldCat database through the PAC to access the resources of other public, school, academic, and special library collections nationwide.

Click on **“Not finding what you want? Expand search to libraries outside the Finger Lakes Library System.”** In the window that pops up, click in the box next to **WorldCat**. Then click **Set Catalog(s)**. Your search will reveal more results, when you find your item, place a hold request. FLLS, through participation in the (OCLC) ILL network, will request the item on your behalf.

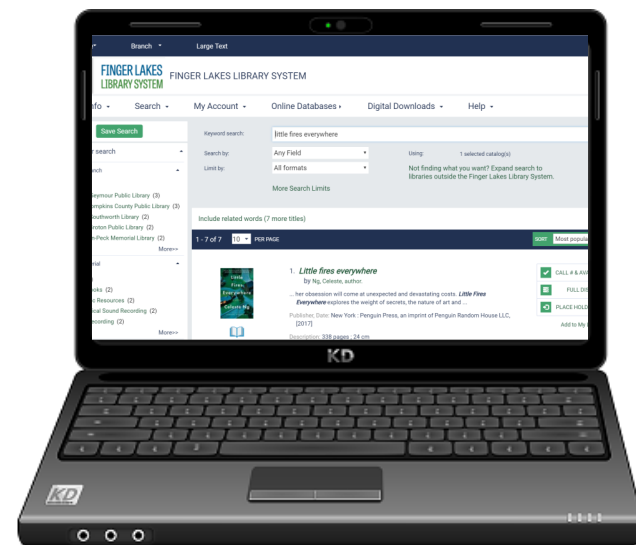
Please note that we cannot fulfill requests for the following materials:

- books published in the current year
- Video recordings
- Sound recordings
- Electronic resources

Learn more about Out-of-System Interlibrary Loan here:
<https://www.flls.org/interlibrary-loan>

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Searching & Placing Hold Requests in the Library Catalog



**1300 Dryden Road
Ithaca, NY 14850
607-273-4074**

<https://www.flls.org/>
<https://catalog.flls.org/polaris>

Do a Quick Library Search


A **Quick Library Search** looks for matches based on the text you type in. You can limit the search by selecting Subject, Title, Author, etc.

- Click in the **Quick library search** field.
- Type in your search terms.
- Click on one of the buttons listed below to limit your search by **Subject, Title, Author, Series, Fiction, Non-Fiction** or use **Anywhere** to include any occurrence of your search criteria appearing anywhere in the record.

Item Info & Availability

- Click on **Full Display**. This link displays options that may include summaries, first chapters, table of contents, and more.
- To the left of your results list you may see links to similar subjects, authors, series, related searches and publication dates.
- Narrow your search by type of material, subject, author or find related searches.
- Click on **Call # & Availability** under the title information to see if the home library owns the book and if it is available.

The Search Tab

Keyword search: 

Search by: ▼

Limit by: ▼

Using: 1 selected catalog(s)

Not finding what you want? Expand search to libraries outside the Finger Lakes Library System.

[More Search Limits](#)

Click on the **Search** tab to access other means of searching the database.

Keyword Search

This looks for matches to your word or words (in any order).

Browse Searching

The results list shows the portion of the catalog index that *begins with* the text you have typed. You can scroll through the index to see more headings or listings.

Phrase Searching

A phrase search looks for matches to multiple words, in the same order you typed them. You might choose a phrase search when you know the phrase is part of a specific title.

Advanced Searching allows you to combine several fields at the same time, by title and by author, by subject and by author, etc.

In the **Search by** box you can limit your search by title, author, subject, general notes, publisher, genre, series, etc.

In the **Limit by** box you can limit your search to a specific format, i.e. DVD's, sound recordings, etc.

Clicking on the **More Search Limits** link allows you to refine your search even more, by library, by publication date, by language, by material type, etc.



**Serving public libraries in
Cayuga, Cortland,
Seneca, Tioga and
Tompkins Counties.**

HAVING TROUBLE SEEING THE TEXT?

Click on **LARGE TEXT** in the upper right hand corner of the screen. This enlarges the text displayed.