

To Place a Request on a Title

1. Search for the title you wish to request.
2. Click on **Place 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. Select a different **Pickup Library**, if desired.
6. Click on **Submit Request**.
7. The first available copy in the system will satisfy your request.



To Place a Request on a Specific Volume

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

1. Search for the desired title and click on **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 this feature to request certain items, like DVDs and BOCDS.*

Online Databases & Digital Downloads

If you aren't finding what you're looking for, you can check out our Online Databases or access OverDrive to download Econtent.

Thanks to NYS and SCRLC, FLLS offers access to over 100 online databases.

Click on the **Online Databases** tab. Next, click on a specific category or click on **Alphabetical Listing of all Databases** to see a complete listing. Databases include: Britannica, Consumer Health Complete, NYS Historic Newspapers, Gale PowerSearch, JobNow, Tumblebooks, and more.

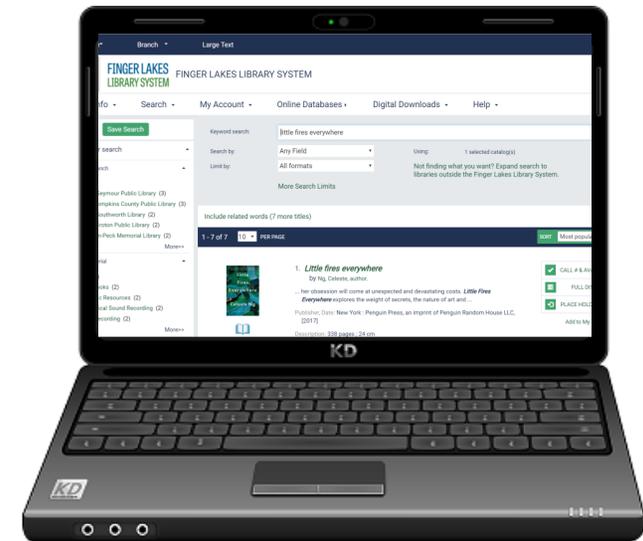


To download an Ebook or Eaudiobook, click on the **Digital Downloads** tab and then **Ebooks and Eaudiobooks (OverDrive)** or visit <https://fls.overdrive.com>. You can also download the Libby app to connect to OverDrive on your favorite device.

Always remember to log out when you are finished!

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Searching & Placing Requests in the Library Catalog



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

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

Quick Library Search

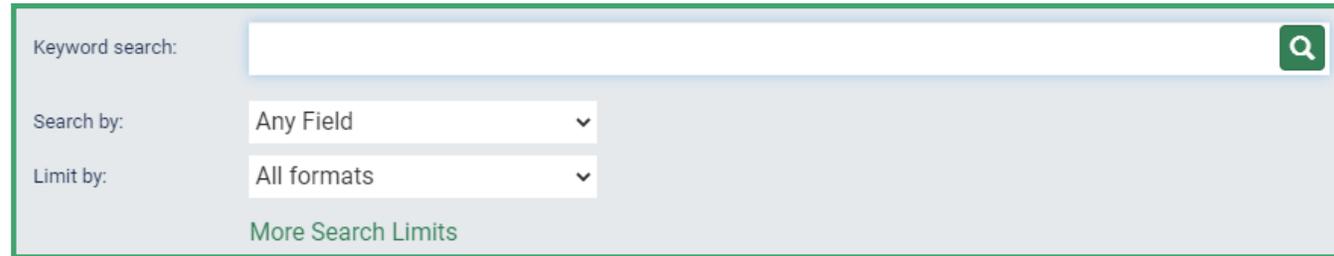
A **Quick Library Search** looks for matches based on the text you type in.

- Click in the **Quick library search** field.
- Type in your search terms.
- Click on the search button  or hit enter on your keyboard.
- You can also click on one of the buttons to limit your search by **Subject, Title, Author, Series, Fiction, Nonfiction**, or use **Anywhere** to include any occurrence of your search criteria appearing anywhere in the record.

Availability & Item Info

- To the right of the title information click on **Availability** to see if your local library owns an item and if it is available.
- To the left of your search results you can **Narrow Your Search** by assigned branch, type of material, subject, author, etc. Below that you will see links to **Related Searches** by subject, author, series, etc.
- Click on **Full Display** to view item information. This link will show availability and suggestions. It may also display summaries, first chapters, table of contents, and more.

The Search Tab



Keyword search: 

Search by:

Limit by:

[More Search Limits](#)

Click on the **Search** tab to select a specific search method.

- **Keyword Search:** This looks for matches to your word or words (in any order).
- **Browse Search:** The results list shows the portion of the catalog index that *begins with* the text you have typed. You can click through the index to see more headings or listings.
- **Phrase Search:** 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 Search:** allows you to combine several fields at the same time, by title and by author, by subject and by author, etc.

HAVING TROUBLE SEEING THE TEXT?

Click on **Large Text** in the upper left area of the screen. This enlarges the text displayed.

After performing a search, there are ways to limit your results.

- The **Search by** box allows you to 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, like DVD, sound recording, etc.
- Clicking on the **More Search Limits** link allows you to refine your search by library, publication date, material type, target audience, collection, and language. Make your selections and click on **Set Search Options**.



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