To Place a Hold Request on a Title

1. Search for the item you wish to request.
2. Click on **Place Hold**.
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.

Out-OF-System Interlibrary Loan (ILL)

Not finding what you are looking for? There is also the option to order an Out-of-System Interlibrary Loan. Keep in mind that only books from the previous year or older may be requested. No local items may be requested.

Click on **Not finding what you want? Expand search to libraries outside the Finger Lakes Library System.** In the window that pops up, click the box next to WorldCat. Then click **Set Databases**. 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.

Other Out-of-System ILL exclusions:
- Video recordings
- Sound recordings
- eBooks

Learn more here: https://www.flls.org/delivery-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
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.

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, ex. DVDs, sound recordings, etc.

Clicking on the More Search Options 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.