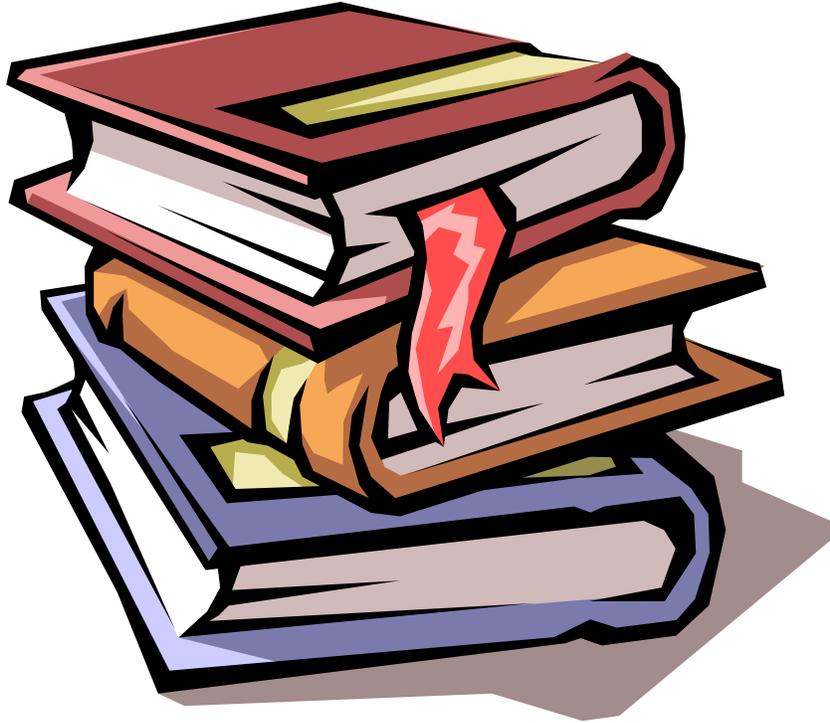


PLACING A JERSEYCAT INTERLIBRARY LOAN
REQUEST
Updated 8/21/2014



The New Brunswick Public Library now offers patrons with valid library cards the opportunity to search for and place their own Interlibrary Loan requests. Requests can be made for books, movies, CDs, and more from libraries across the state for free and all from the comfort of home.

Visit our website at www.nbfpl.org and click on the link for JerseyCat, or go to <http://njsl-agent.auto-graphics.com/MVC/> to begin searching for titles.

- **Introducing the JerseyCat website!**

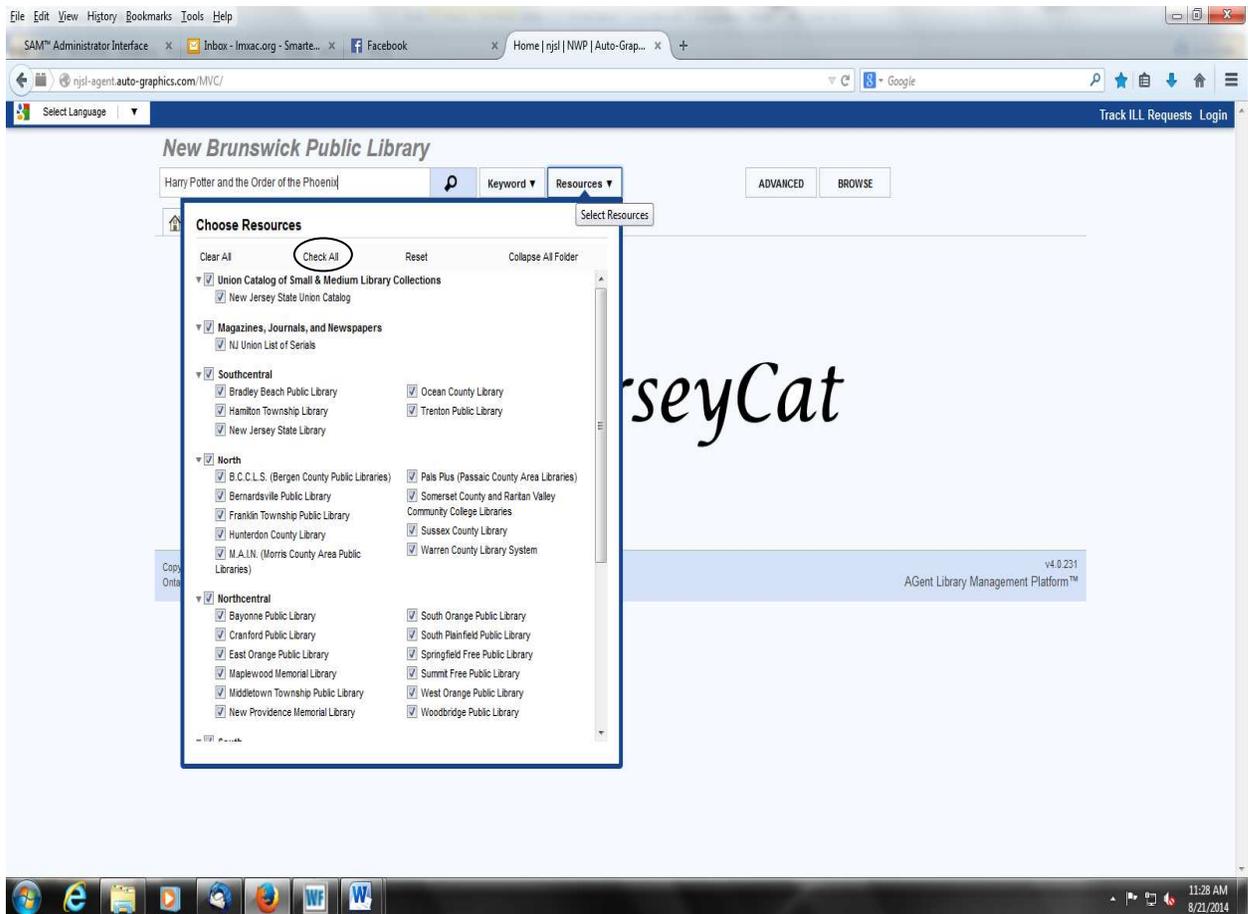


The home page of JerseyCat consists of the **Main Search Box**, the **Resources** tab, and the **Track ILL Requests** tab.

STEP 1: Enter the name of the book, movie, CD, etc. that you would like to search for.

- We will be using Harry Potter and the Order of the Phoenix as a search example.

STEP 2: Click on the **Resources** button and click on “SELECT ALL” in order to search all participating libraries.



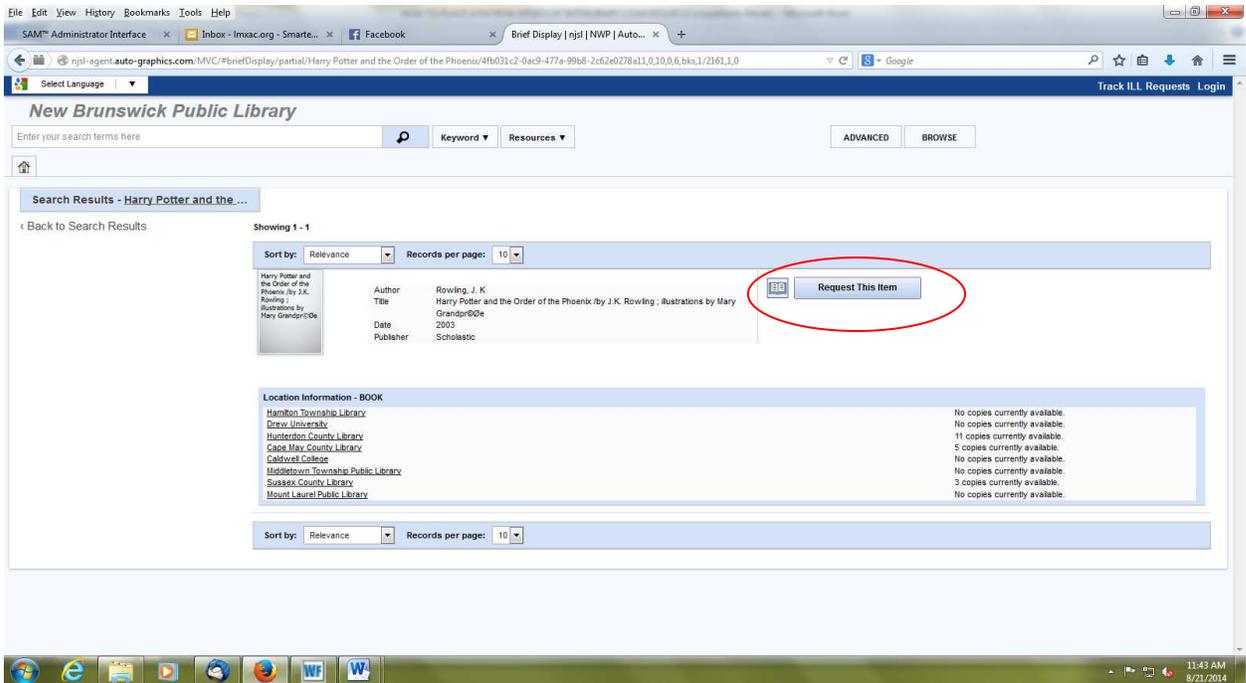
STEP 3: Click on the **MAGNIFYING GLASS** button next to the search box to see which libraries own this title.

RESULTS SCREEN

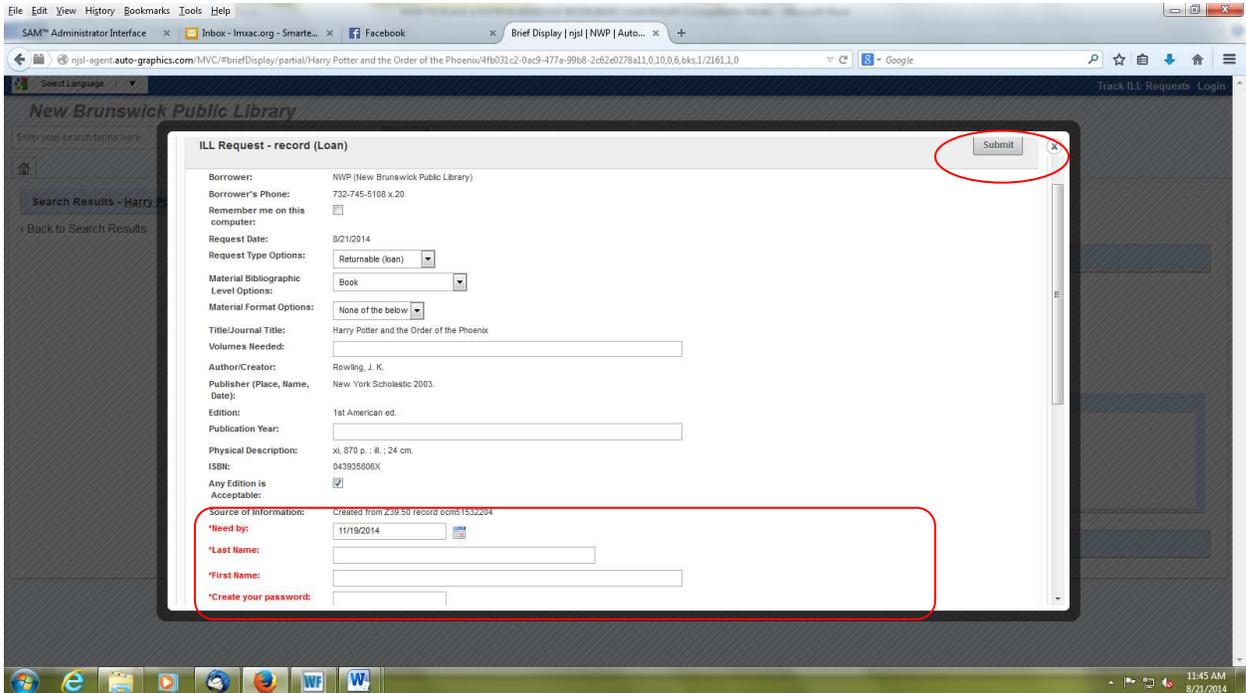
The screenshot shows a web browser window displaying search results for 'Harry Potter and the Order of the Phoenix'. The page includes a navigation bar with 'File Edit View History Bookmarks Tools Help', a search bar, and a 'Track ILL Requests Login' link. The main content area is titled 'Search Results - Harry Potter and the...' and shows 'Showing titles 1-10 of 264 total records'. On the left, there is a 'Filter Your Results' sidebar with a 'Format' button circled in red. The main results area displays a grid of 10 items, each with a cover image and a circled format label: 'AudioBook CD (16)', 'Book (13)', 'eBook (12)', 'eAudioBook (10)', 'AudioBook Cassette (1)', 'Book (8)', 'Large Print (8)', 'eBook (11)', 'eBook (14)', and 'eAudioBook (8)'. The bottom of the screen shows a Windows taskbar with the time 11:40 AM and date 8/21/2014.

My results are showing me DVDs, the Audiobook, the e-book, along with 200 other results. If you would like fewer results, click on the **FORMAT** button on the left hand side of the screen and choose your preferred format.

STEP 4: If you would like more information on the title, click the picture of the cover for details. This will bring you to the screen below. If this is the item you want, click **REQUEST THIS ITEM**.



ORDERING SCREEN



This white screen will pop up on your computer and you will need to fill in all of the *RED boxes. The first time you request a title through JerseyCat, you will be asked to

Create your password. When you return to JerseyCat, you can use your password to see if your requested item has been sent to our library yet.

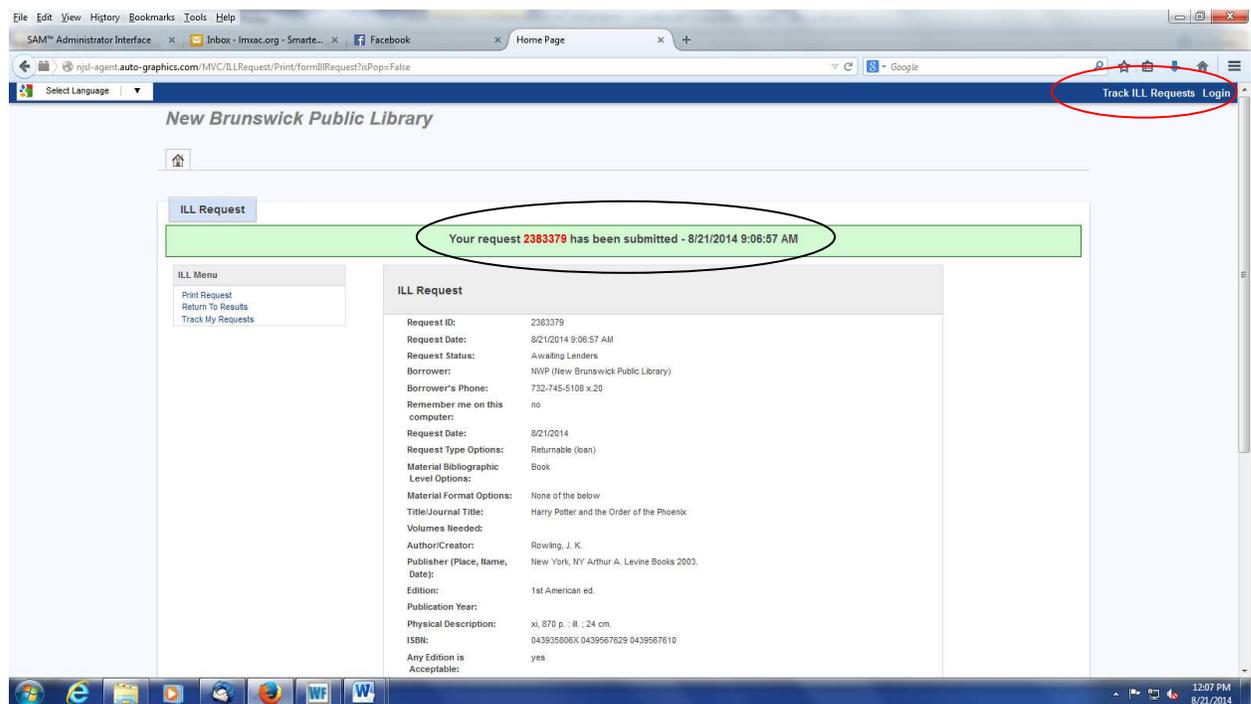
* You must have a valid library card number to place a request. If your card does not work, please call the library at (732) 745-5108 x.20.

When you are done, click on SUBMIT.

We will do our best to fill your request(s). Some items, such as DVDs and audio-books, are particularly hard to obtain.

New Books and movies (those released in the past 6 months) are often not allowed to be lent.

SUCCESS!



Use the Interlibrary Loan Request number to TRACK ILL Requests when you log in again. Your username is "last name, first name"

STEP 6: The library will contact you when the item is available, or if there is a problem with your request.