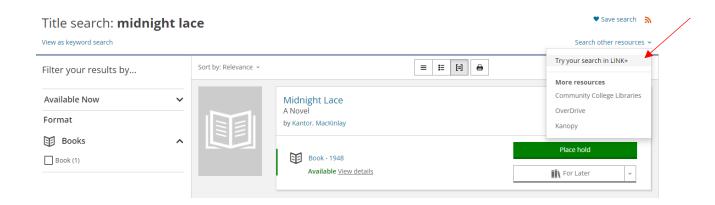
How to request an item through LINK+

Go to https://menlopark.bibliocommons.com and do a search for the item you want.

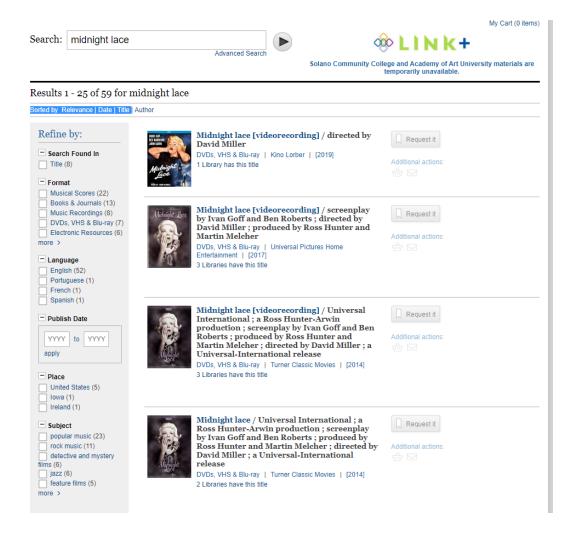
If there are no results in the catalog, a link will appear that says Try your search in LINK+.



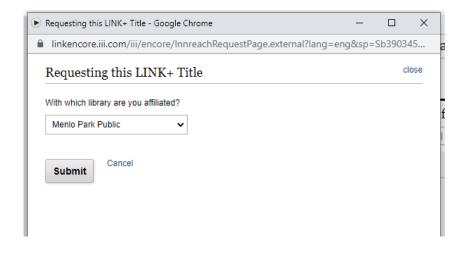
If there is a result but it's the wrong item or a different edition, there is a dropdown link on the right under **Search other resources.** In this example, we want Midnight Lace the movie, not the book.



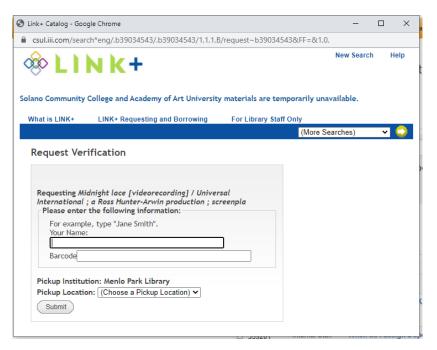
Clicking either of the new search links will take you to the LINK+ portal showing a list of available titles. Often you will see multiple listings for the same title. This is due to slight variances in the individual catalog listings among the 70+ different library systems. You can click through to explore the various listings and find an item that is available for requests. (LINK+ only fulfills requests if the item is immediately available on the shelf at the time you place the request in order to deliver on the 5-7 days fulfillment promise.)



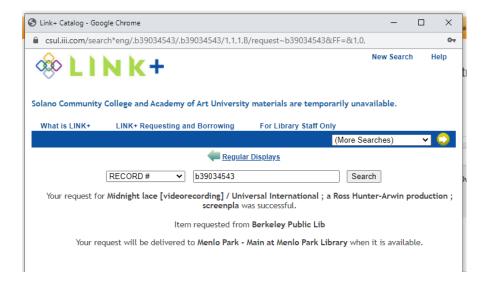
When you've decided which listing to request from, click the **Request it** button. This will open a pop-up window titled "Requesting this LINK+ Title." Select the library you are affiliated with – in order to choose Menlo Park Public, you must have a library card that starts with 29044 and be a resident of incorporated Menlo Park.



On the next page of the window, enter your name, library card number, and choose a pickup location.



Hit Submit, and if the hold was successfully placed, you will see a confirmation page. The hold will soon appear in your account at https://menlopark.bibliocommons.com where you may cancel the hold if you change your mind, but you will not be able to pause or change the pickup location. It will be delivered to the library within a week or so, and you will receive notice it is ready the same way you do for any other holds.



If you need further assistance, please contact the Help Desk at 650-330-2520 or email mplref@menlopark.gov and one of our staff will be happy to help you.