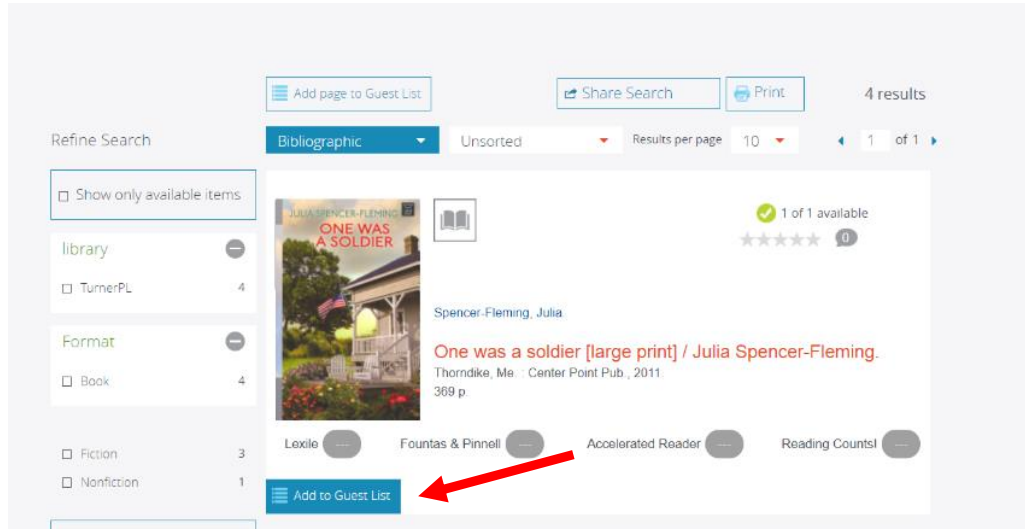
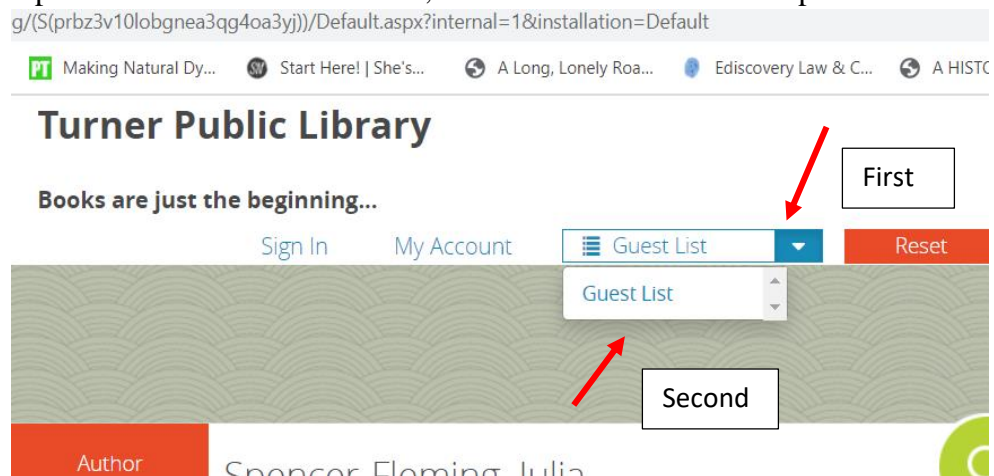


Requesting Materials Using the Guestlist

1. Click on the link below to go to the catalog page:
[https://turnerpl.mlasolutions.com/m5/catalog/\(S\(prbz3v10lobgnea3qg4oa3yj\)\)/default.aspx?ID=ldbd1vpy44niq0pftbubk142.turnerpl.mlasolutions.com-443&INSTALLATION=Default#no-back-button](https://turnerpl.mlasolutions.com/m5/catalog/(S(prbz3v10lobgnea3qg4oa3yj))/default.aspx?ID=ldbd1vpy44niq0pftbubk142.turnerpl.mlasolutions.com-443&INSTALLATION=Default#no-back-button)
2. Search for materials by whatever criteria you want: subject, author, title, anywhere (this is the least specific search – we don't recommend using this).
3. When you see a title you would like, add it to the guestlist by clicking on the add to guestlist box:

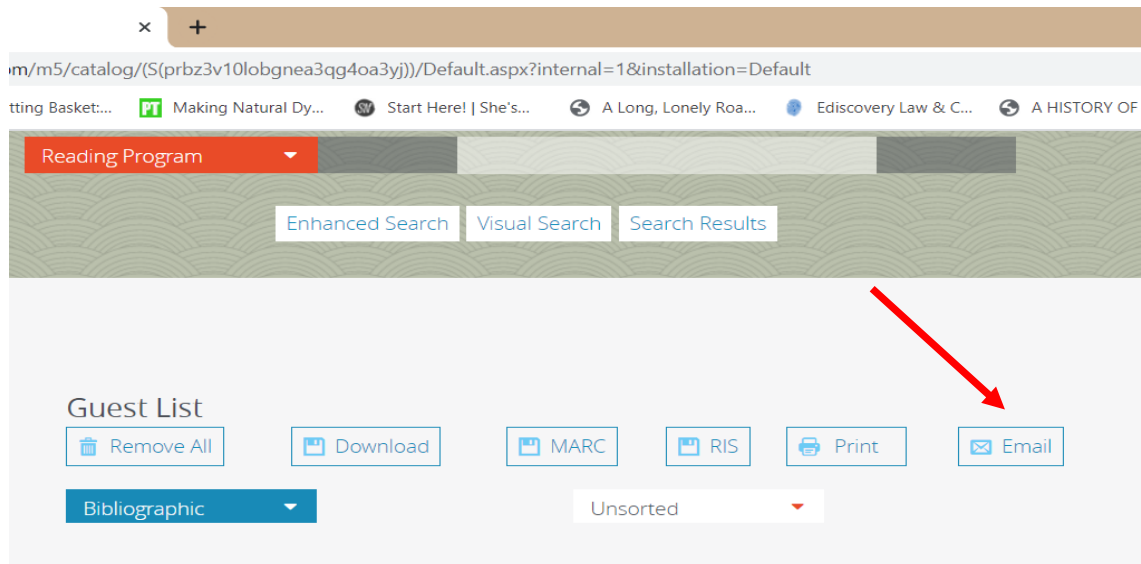


4. The box you just clicked will change from Add to Guestlist to In Guestlist.
5. Add all the items you would like to the guestlist by repeating steps 2 and 3.
6. Click on the dropdown menu box for Guestlist, then click on the Guestlist option.

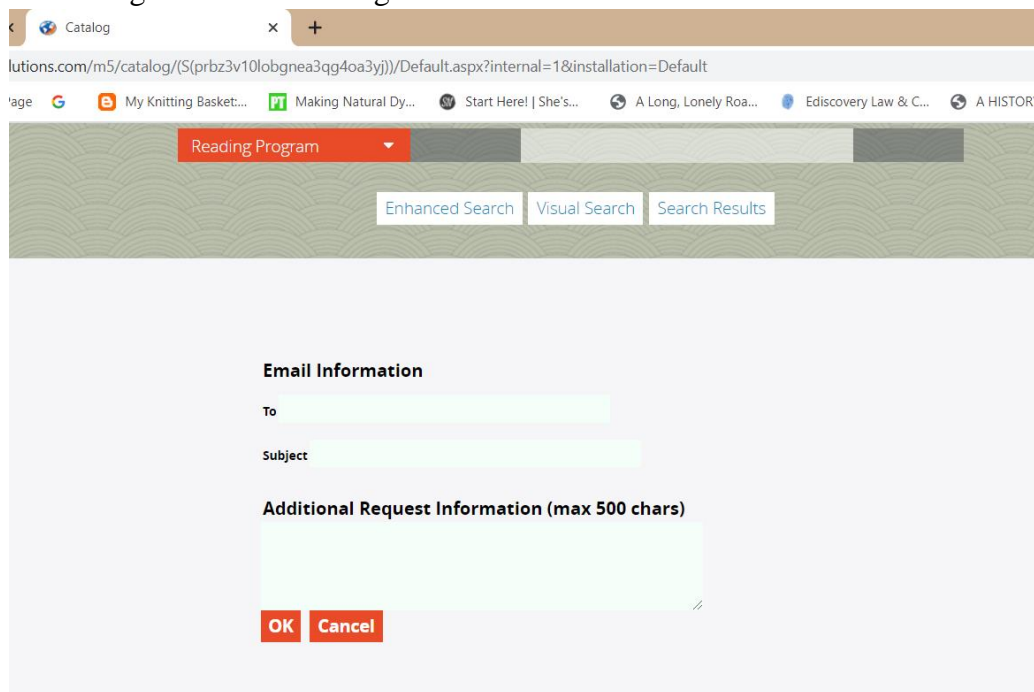


7. You'll get a screen that shows your guestlist.
8. This is the Guestlist screen – Click on email.

Requesting Materials Using the Guestlist



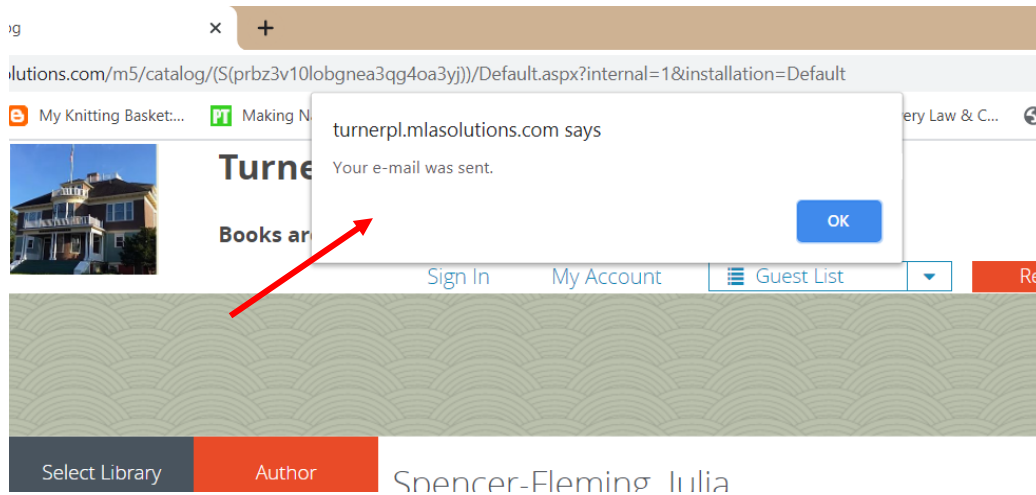
9. You will get this email dialog box.



10. Put Info@Turnerpubliclibrary.org in the “To” line, and Guestlist – (your last name) in the “Subject” line. Click OK.

11. You will get this response:

Requesting Materials Using the Guestlist



12. That's it! The Guestlist will show up in our email and we'll let you know when your items are ready!