

How do I order library materials?

Materials cannot be "ordered" through the HIP database because it is not an online booking system.

However, you are able to request library materials using the "**My List**" function.

1. Ensure that you are in the correct database, i.e., the **Resource Library**.
2. After you have done your search, add titles to "My List" by clicking on the "**add to my list**" button. This can be done from either the Search Results screen or the Item Information screen. You can also select a range of items in the "Add/Remove My List" box at the bottom of the screen.
3. Once all your titles have been added to "My List", open "My List" using the link located in the upper right corner of the screen.
4. You may wish to **print** the list and **fax** it to the Terry James Resource Centre at 519-763-6870.
5. **Or** you may **email** the list. It must be sent first to yourself only. If you send it to anyone other than yourself, they will not know who it is from as the email sender will be "yourlibrary@library.org".
6. In the "Email to:" field, type your email address. This can be either a personal email address or your UGDSB First Class email address (e.g. jane.doe@ugdsb.on.ca)
7. You may leave the subject line as My Search or create your own unique identifier.
8. Click Send.
9. Once you receive your email forward it to terryjames.library@ugdsb.on.ca.
10. Items will be sent to you in the Board courier or you may come in to pick them up.