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| How To Use MelCat |

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| 1 Before you start you must. . . 1. Live in the City of Laingsburg or in Contracting Townships Woodhull, Sciota or Victor.
2. Have a valid and updated Library Card
3. Have a Pin number entered in your record

     | 2 To order material through MeL. . .1. Go to our website: www.Laingsburg.michlibrary.org
2. Search our Online Catalog to see if we have desired material
3. If we don’t have what you’re looking for click on “Search MeLCat”
4. NOTE: You may also access MeL directly through a link on our homepage
5. Search for desired material and click “Find It!”
6. Search through results and click “Get This For Me!” when you have found desired material
7. If a copy of desired material is available, you will be asked “Which Library card/account do you want to use?”; select “Laingsburg Public Library” and click “submit above information”
8. Enter your Name, Barcode Number (found on the back of your library card do not add the a or b), and your Pin Number
 | 3 If your request was successful. . . 1. Upon hitting “submit” a message with “Your request  . . . was successful . . .Your request will be delivered to **Laingsburg Public Library** when it is available.”
2. You will receive a phone call when the item is ready to be picked up
3. If you are not able to request items or your request was unsuccessful.
4. Try entering your information again
5. Have your card updated
6. Make sure you have a pin number entered in your record
7. Take care of fines and penalties on your card
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