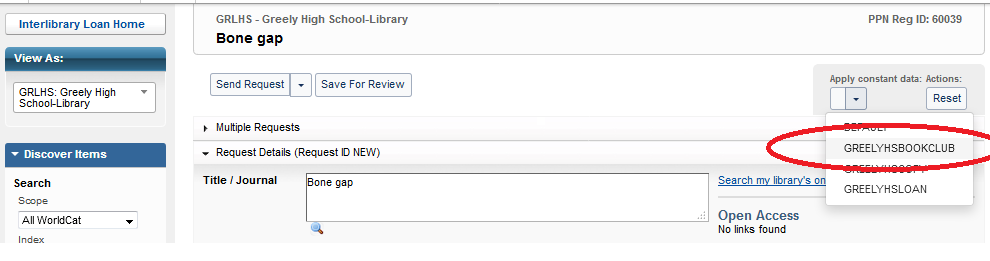
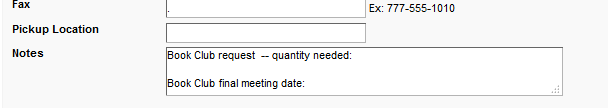


To enable this feature contact PPL and ask to have a new constant data record created for Book Clubs.

1. From your home screen choose “Discover Items”. Search for the item you wish to request for the book club members – this search is conducted the same way regular loan requests are.
2. Choose one of the item records produced through your search and click “Create Request”
3. Select the book club constant date from the top right:

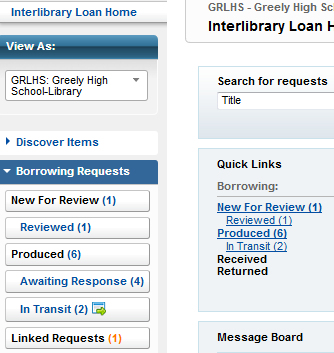


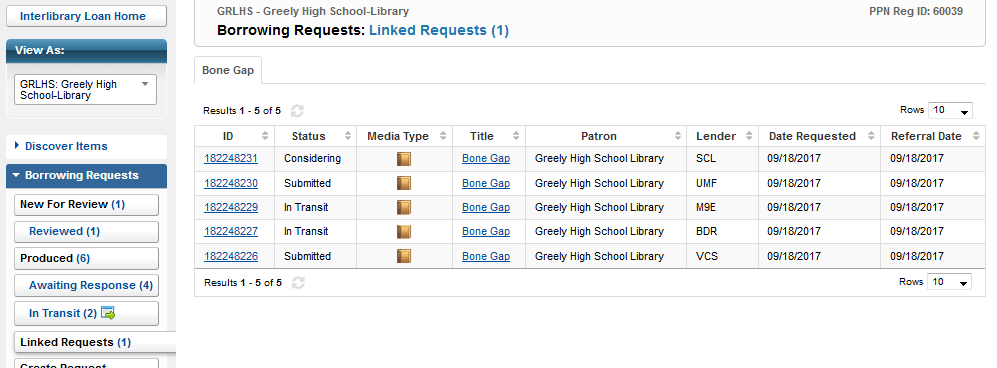
1. Scroll down to the “Patron” section of the request and fill in the ‘Notes” field:



1. Click “Send Request” and it will arrive at PPL.

Once PPL has processed your book club request a new queue called “Linked Requests” will be generated in the “Borrowing Requests” queue. Each copy of the item will be assigned its own ID #.





You may edit the requests until a lender responds. After that you may only receive & return the item.