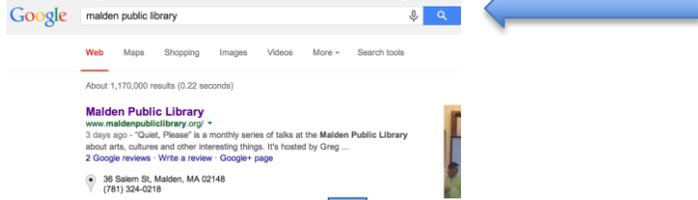


# How to Find and Request Books Online with the MHS ESL Summer Reading Lists

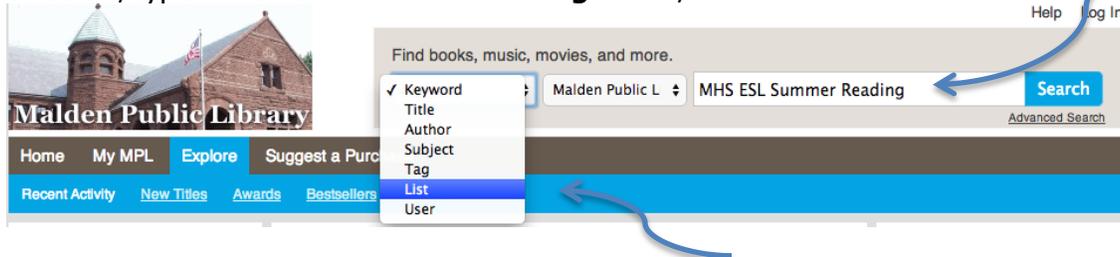
1. Google Malden Public Library.



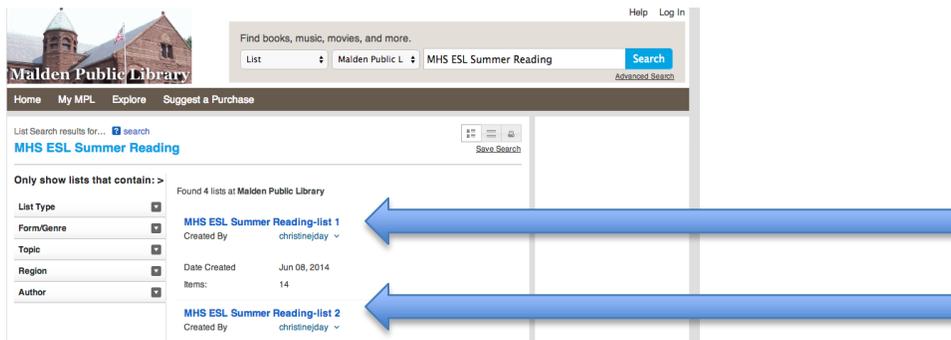
2. Click on **Catalog**.



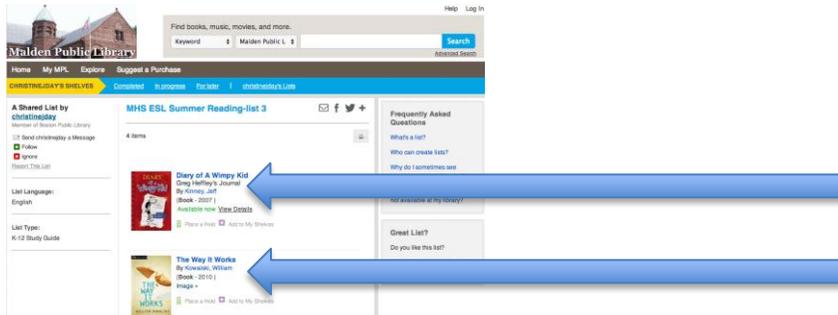
3. Select, type **MHS ESL Summer Reading** in box, and click **Search**.



4. Click on one of the lists.



5. Click on one of the books.



## 6. Click **View Availability Details**.

The screenshot shows the Malden Public Library website interface. At the top, there is a search bar with the text "Find books, music, movies, and more." and a search button. Below the search bar, there are navigation links: Home, My MPL, Explore, and Suggest a Purchase. The main content area displays the book "Diary of a Wimpy Kid" by Greg Heffley's Journal (Kinney, Jeff), published in 2007. The book cover is visible. To the right of the cover, there are options to "Add a Comment", "Add Tags", "Add More", "Add to My Shelves", and "Save to a List". A blue arrow points from the "View Availability Details" link at the bottom left of the book's information to the next step.

7. Check the **Status** of the book: **In** or **Out**. If the book is in, find the book in the library by **Collection** (the section of library) and **Call No** (call number-where the book is in the section). If you need help finding a book, go to the information desk and ask a librarian for help.

The screenshot shows the "View Availability Details" page for "Diary of a Wimpy Kid". It displays a table with columns for Collection, Call No., Status, and Due. The table is divided into two sections: "Malden Public Library -- Available (2)" and "Malden Public Library -- Not available at this time (5)".

Collection	Call No.	Status	Due
Teen Fiction	Kinney, J.	In	
Teen Fiction	Kinney, J.	In	
Malden Public Library -- Not available at this time (5)			
Juv. Fiction	Kin	Out	Jun 27, 2014
Juv. Fiction	Kin	Out	Jun 24, 2014

Blue arrows point from the "View Availability Details" link in the previous screenshot to the table above.

8. If a book is **Out** or **In** at different library, you can request it. Close availability details.

The screenshot shows the "View Availability Details" page for "The Way It Works" by Kowalski, William (Book - 2010). It displays a table with columns for Location, Collection, Call No., Status, and Due. The table is divided into two sections: "Other MBLN Libraries -- Available (2)" and "Other MBLN Libraries -- Not available at this time (2)".

Location	Collection	Call No.	Status	Due
BPS- Another Course to College	Fiction	FC KOW	In	
BPS- Charlestown High School	Fiction	FC KOW	In	
Other MBLN Libraries -- Not available at this time (2)				
BPL- Hyde Park Branch Library	Teen Fiction	TEEN FICTION KOWALSKI W	Out	Jun 19, 2014
BPL- Lower Mills Branch Library	Teen Fiction	TEEN FICTION KOWALSKI W	Out	Jun 23, 2014

A blue arrow points from the "Close" button at the top right of the page to the next step.

9. Click on **Place a Hold**. Enter your library card number (or username) and PIN. The library will email you when the book is **In** and you pick it up at the circulation desk. If you don't have a PIN, ask a librarian for help.

The screenshot shows the Malden Public Library website interface for the book "The Way It Works" by Kowalski, William (Book - 2010). The book cover is visible. To the right of the cover, there are options to "Add a Comment", "Add Tags", "Add More", "Add to My Shelves", and "Save to a List". A blue arrow points from the "Place a Hold" button at the bottom left of the page to the next step.