

## How to use MnLink

\*\*Please check the ECRL catalog **BEFORE** placing a MnLink request! If the item you request **IS** owned by ECRL, your MnLink request **WILL BE CANCELLED**; plus please remember some requested items may not be purchased or available through Interlibrary Loan.



- 1) Log on to the library website at <http://www.ecrlib.org>
- 2) Click on **MnLink** on the left; **you do not need to log in to Search MnLink**
- 3) Under **My Account** on the left—click on **Login**
- 4) Enter your **library barcode** in the box provided (**no password needed**)
- 5) Choose **East Central Regional Library** from drop down menu and click **Login**
- 6) To **Search** simply type in keywords, title, author in box or use **Advanced Search** option below search box. Ask ECRL staff for more assistance, if needed
- 7) A list of your search results will appear; you may click on the red highlighted title or the **“Details”** option for more information about the item
- 8) To interlibrary loan the item simply click the **“Get It”** button
- 9) The **“My Requests”** page appears with the details of your request (*check box to see all your requests; if item is currently unavailable, you will need to request again*)
- 10) Choose the correct pickup location from the drop down menu under **Pickup Location** if location in box is incorrect (i.e. Milaca, North Branch, etc.)
- 11) If you are sure this is the item you want, click the **Request Button**
- 12) To view your account and/or cancel a request, simply click on **My Requests** under **My Account** after you have logged on
- 13) Be sure to click on **Logout** under My Account when you are finished!

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