

## Wells Public Library

1434 Post Road  
Wells, Maine 04090  
207-646-8181

<http://www.wellslibrary.org>

## How to search for, reserve and renew books with



1. Go to the Wells Public Library website [www.wellslibrary.org](http://www.wellslibrary.org)
2. Click on **Search our MINERVA Catalog** from the blue section on the left of the screen.
3. You will see a screen like the one below:

A screenshot of the "Search Minerva" web interface. It features a search box with a "Keyword" dropdown menu, a text input field, a "Wells Public Library" dropdown menu for location selection, and a "Submit" button.

4. Select the way you would like to search (e.g. keyword, title, or author ) by using the drop down arrow to the right of **Keyword**.
5. In the empty **Search Box** to the right, type a title, author, **or** keyword (e.g. *Secret Life of Bees* for a **title**, *Grisham, John* for an **author**, *gardening* or *Walt Disney* for a **keyword**.)
6. Below you can select **Wells Public Library** to find an item owned by our library, or **All MINERVA Locations** (at the top of the list, using the drop down arrow) if you would like to search All Minerva Locations simultaneously.
7. Click on the **Submit** button to the right of the **Select Library** box.
8. Results will be displayed. If the item is not located, you will see the message "**no entries found**". Please keep in mind that a librarian may be able to help you locate the item.
9. If a match is found you will see the title(s) displayed in a list.
10. Click on the **UNDERLINED TITLE** of the item to select it.
11. Please Note: Media type (e.g. book, CD, cassette, DVD, VHS or eBook) is depicted with an image on the left side of item. Large Print items are available for some titles. Be sure to look for the words Large Print or the LP abbreviation in the Call Number. Be careful when choosing items to select the right format.

A screenshot of search results for the book "No easy day the autobiography of a Navy SEAL : the firsthand account of the mission that killed Osama bin Laden" by Owen, Mark. The results table shows three copies available at different locations: Wells PL New Large Print, APL Large Type, and Boothbay Hbr Biography. A note at the bottom indicates there are additional copies/volumes of this item.

Copies	LOCATION	CALL NO.	STATUS
	Wells PL New Large Print	<a href="#">LP 958.104 OWE</a>	AVAILABLE
	<a href="#">APL Large Type</a>	<a href="#">LARGE TYPE VG 87 .O946 2012</a>	AVAILABLE
	<a href="#">Boothbay Hbr Biography</a>	<a href="#">LP B OWEN, MARK, OWE</a>	AVAILABLE

There are additional copies/volumes of this item

12. Once you have selected an item by clicking on the title you will see a table like the one above:
  - The library that owns the item is listed on the left under Location.
  - The Call Number is listed in the middle column. This will tell you where to locate the item in the library.
  - The Status of the item is listed in the right column. Note the words at the bottom "**There are additional copies/volumes of this item.**" You must click there to see all copies.
  - If it is available you may locate the item on the shelf, or request it online.
  - If it is checked out, or on hold for another patron, you may request a copy be saved when it is available.
  - **See instructions on the back page to learn how to request items.**

## How to Request Items

Select your item by following steps 1-12 on front page, then continue with steps 13-18 below.

13. Click on the  **Request** button on the top left side of the screen.
14. Type your full name. For example “*John Doe.*”
15. Type your 14 digit Wells Public Library barcode. Do not type spaces.
16. Click the **Submit** button.
17. If your request was accepted, you will see the following message:  
Your request for **The Secret Life of Bees / Sue Monk Kidd.** was successful.  
Your request will be delivered to **Wells Public Library** when it is available.
18. You'll be contacted either by email or phone call when the item arrives. You'll have 5 business days to pick up the item. Requested items can only be checked out using the library card that placed the request.

## Request Policies

There is a limit of 10 requests per card at one time.

## How to View Your Patron Record and Cancel Requests

1. Follow steps #1-2 above to go to the library catalog.
2. Click on the **My Library Account** button that is displayed on the upper right corner of the screen.
3. Type your first and last name (e.g. John Smith).
4. Type your 14 digit Wells Public Library number. Don't type spaces.
5. Click the **Submit** button.
6. You will see a screen that shows your library account information.
7. If you have placed requests, you can view them by clicking on the link that looks similar to this one  
 **3 requests (holds). 1 ready for pickup.**
8. Now, if you need to, you can cancel all requests, or select certain requests that you would like to cancel.
9. To select certain holds to cancel, place a check in the box next to the items you would like to cancel and then click on **Cancel Selected**.
10. Use the **Cancel All** button to cancel all holds simultaneously. Click on **Update List** to make the changes.

## How to Renew Items on Your Library Card

Follow steps 1-6 in the section above under “**How to View Your Patron Record and Cancel Requests**”

11. To view the items you have checked out, click on the link like this  **12 Items currently checked out**
12. Click in the box next to certain items and then click the **Renew Marked** button to renew those items.
13. Use the **Renew All** button to renew all items simultaneously.
14. Click on the **Yes** button to proceed.
15. If items were renewed you will see a new due date in the status column. If items are not able to be renewed you will see a message in the status column indicating the reason, such as “*Too many renewals.*”

## Renewal Policies

Materials owned by the Wells Public Library may be renewed 2 times unless there is a hold on that item. The renewal period is the same as the original loan period.

Items requested from other libraries may be renewed 1 time unless there is a hold on that item. Renewal periods may be shorter on items borrowed from other libraries.

## Privacy

Please remember to click on the **Log Out** button when done accessing your library record to protect your privacy.

## For More Information

If you are unable to locate an item, or if you need more assistance, please visit or call the library at 646-8181.

See our **Borrower's Policy** on our website at [www.wellslibrary.org](http://www.wellslibrary.org), or in the library, for more information about the circulation of materials.