How To Make Requests for McArthur@ Your Mailbox

ON A DESKTOP OR LAPTOP COMPUTER

- Go to: www.mcarthurlibrary.org
- Click on Online Catalog.

- Select how you’d like to search (by keyword, title or author).
- Type in your search and click Submit.

- Search results are displayed in a list.
- If you don’t see the item at McArthur, select ALL MINERVA LOCATIONS from the dropdown menu to see if it is available through interlibrary loan.
- Select the item you want by clicking on the title.
- Click on Request at the top of the page.

- Type in your first or last name.

- Type in your library barcode number (no spaces).

- Click Submit.

- You’ll see a message that the request was successful.

- Click New Search at the top right and repeat the process if you have more requests to make.

- McArthur will mail this material to you as soon as it is available!
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ON A MOBILE PHONE OR TABLET

Please note: if you go into the ONLINE CATALOG through our website on a mobile phone or tablet, the process to request is the same as it is on a computer.

However, to use the catalog that is optimized for mobile phones and tablets, go to: minerva.maine.edu

- Type some keywords of what you are looking for.
- Tap Go.
- Tap Request next to the item you want.

- Type your first or last name and type in your library card number (no spaces)

- Tap Sign In.

- You will see a message saying your request was successful.

- Tap Catalog Search and repeat the process if you have more requests to make.

- McArthur will mail this material to you as soon as it is available.

Please call 284-4181 or email reference@mcarthur.lib.me.us for assistance.