


To Place a Hold Request on a Title

1. Search for the item you wish to request.
2. Click on **Place Hold**.
3. Enter your barcode (library card number) and your password (by default it is the last 4-digits of your phone number) and click on the **Log In** button.
4. Click on **Submit Request**
5. The first available copy in the system will satisfy your hold request.



To Place a Hold on a Specific Volume

If you want to request a particular volume in a set, you will need to place an item-specific hold. This means that **ONLY** that specific copy will fill your request.

1. Search for the desired title and click on **Availability**.
2. Click on the request button  to the left of the volume you want.
3. Enter your barcode (library card number) and your password (by default it is the last 4-digits of your phone number) and click on the **Log In** button.
4. Click on **Submit Request**

Note: *You can only use item-specific holds to request certain items, including DVDs and BOCs.*

OUT-OF-SYSTEM Interlibrary Loan (ILL)

1 database selected (10 allowed)

Some databases are not available to all catalog users in all locations. Please log in to see which databases are available to you. You may continue without logging in, but some databases may not be searched.

Why these databases?

Finger Lakes Library System

WorldCat (Out of System Inter-Library Loan)

Set Databases Clear Close

Not finding what you are looking for? There is also the option to order an Out-of-System Interlibrary Loan. Keep in mind that only books from the previous year or older may be requested. No local items may be requested.

Click on **“Not finding what you want? Expand search to libraries outside the Finger Lakes Library System.”** In the window that pops up, click the box next to **WorldCat**. Then click **Set Databases**. Your search will reveal more results. When you find your item, place a hold request. FLLS, through participation in the (OCLC) ILL network, will request the item on your behalf.

Other Out-of-System ILL exclusions:

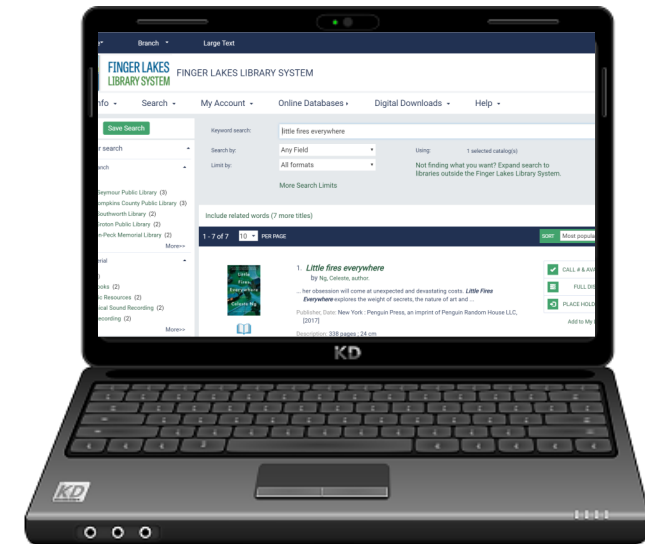
- Video recordings
- Sound recordings
- eBooks

Learn more here:

<https://www.flls.org/delivery-interlibrary-loan/>

Updated August 2024

Searching & Placing Hold Requests in the Library Catalog



**1300 Dryden Road
Ithaca, NY 14850
607-273-4074**

<https://www.flls.org/>
<https://catalog.flls.org/polaris>

Do a Quick Library Search

A **Quick Library Search** looks for matches based on the text you type in. You can limit the search by selecting Subject, Title, Author, etc.

- Click in the **Quick library search** field and type in your search terms.
- Click on one of the buttons listed below to limit your search by **Subject, Title, Author, Series, Fiction, Non-Fiction** or use **Anywhere** to include any occurrence of your search criteria appearing anywhere in the record.

Narrow your search by assigned branch, type of material, subject, author, series, publication date, language, etc. via the options on the left-hand side.

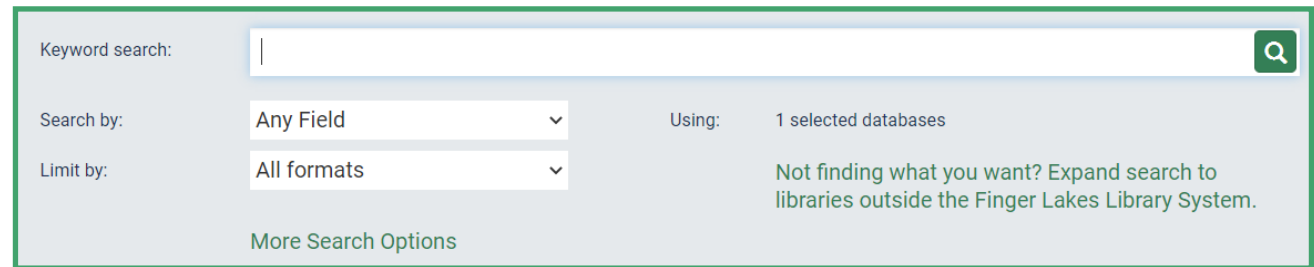
Related searches are also listed on the left-hand side.


Item Info & Availability


Click on **Full Display**. This link displays options that may include summaries, first chapters, table of contents, series info, and more.

Click on **Availability** under the title information to see if your home/local library owns the book and if it is available. You will also see whether the book is available at another library in the system.


The Search Tab



Keyword search: 

Search by: 

Using: 1 selected databases

Limit by: 

[More Search Options](#)

Not finding what you want? Expand search to libraries outside the Finger Lakes Library System.

Click on the **Search** tab to access other means of searching the database.

Keyword Search

This looks for matches to your word or words (in any order).

Browse Searching

The results list shows the portion of the catalog index that *begins with* the text you have typed. You can scroll through the index to see more headings or listings.

Phrase Searching

A phrase search looks for matches to multiple words, in the same order you typed them. You might choose a phrase search when you know the phrase is part of a specific title.

Advanced Searching allows you to combine several fields at the same time, by title and by author, by subject and by author, etc.

In the **Search by** box you can limit your search by title, author, subject, general notes, publisher, genre, series, etc.

In the **Limit by** box you can limit your search to a specific format, ex. DVDs, sound recordings, etc.

Clicking on the **More Search Options** link allows you to refine your search even more, by library, by publication date, by language, by material type, etc.



**Serving public libraries in
Cayuga, Cortland,
Seneca, Tioga and
Tompkins Counties.**

HAVING TROUBLE SEEING THE TEXT?

Click on **LARGE TEXT** in the upper right hand corner of the screen. This enlarges the text displayed.