

Using the CONSULS catalog to request items owned by the Service Centers.

1. Go to: <http://www.consuls.org/>

Login by clicking on "My Record" (in the far right box on this page) or "Login" (top right)

Under "Enter University ID or State Lib Card Number", enter your Service Center account number and click "Submit".

The first time you login leave the PIN field blank and you will be given the opportunity to create a PIN. We recommend using a 4 digit number.

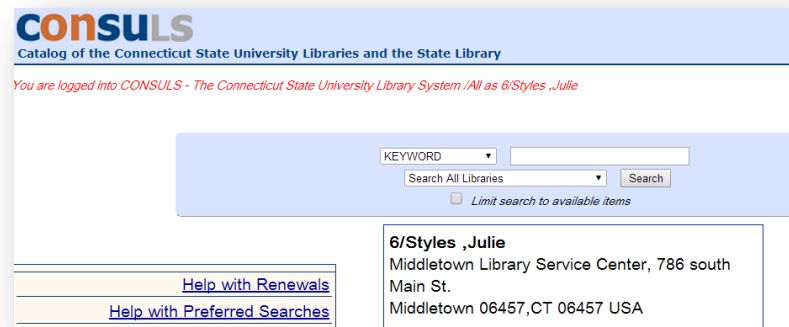
Once logged in you will see a search box above your name.

NOTE: If you want to use Advanced Search, click on the Search button to the right of the Search All Libraries box.

2. From the menu, change "Search All Libraries" to one of the following:

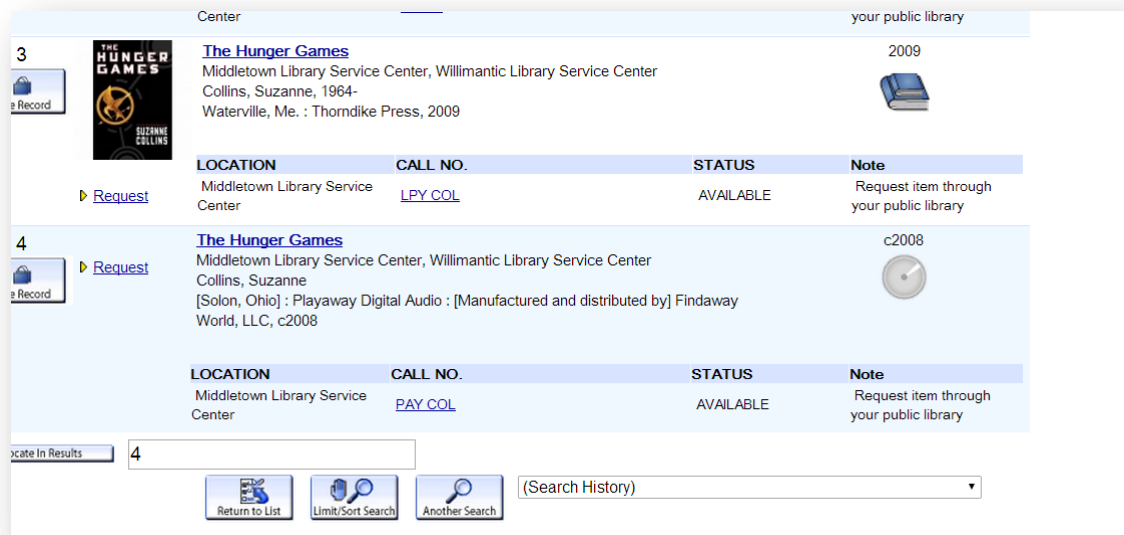
- Search Both Library Service Centers
- Willimantic Library Service Center
- Middletown Library Service Center

Enter your search terms (title, author, keyword, etc.) and click the "Search" button.



3. Choose the item that you want.

Note that different formats may appear in your results, and click "Request" (top left).



4. Choose a pick up location.
You must select "Service Center Requests". Click "Submit".

5. On the next screen, be sure that the information shown is correct for the item you want, and click "Request Selected Item".

6. You will see this screen if your request was successful.
The item(s) you requested will be sent to your library via C-Car.

Note: Because this is a system we share with the State University System you will see the instruction "Request this item through your public library". That instruction is for the university students, not service center patrons. As always there's no need for you to pick up items. We will continue to send them through CCar.

The screenshot shows the 'Request Verification' page in the CONSULS system. At the top, it says 'Request Verification' and 'You are logged into CONSULS - The Connecticut State University Library System /All as 6/Styles ,Julie'. The main content area shows 'Requesting The Hunger Games / by Suzanne Collins' and 'Pickup Location' set to 'Service Center Requests'. Below this, it says 'Select a PICKUP LOCATION from ABOVE, and enter a brief message below (1 line or less). DO NOT reserve items that are available from your campus library!'. There is a text input field for a message. Below that, it says 'Cancel if not filled by:' followed by a 'Date' field with 'Month', 'Day', and 'Year' dropdown menus. At the bottom, there are two buttons: 'Submit' and 'Start Over'.

The screenshot shows the search results page in the CONSULS system. At the top, it says 'CONSULS Catalog of the Connecticut State University Libraries and the State Library'. The search bar contains 'TITLE hunger games' and 'Search All Libraries'. Below the search bar, there are buttons for 'System Sorted', 'Search', and 'Save as preferred search', along with a checkbox for 'Limit search to available items'. The main content area shows a table with the following information:

Middletown Library Service Center	Y COL	AVAILABLE	Request item through your public library
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Below the table, it says 'You will be able to pick up this material at Service Center Requests when it is ready.' At the bottom of the page, there is a footer with the following text: 'Elihu Burritt Library (CCSU) | J. Eugene Smith Library (ECSU) | Hilton C. Buley Library (SCSU) | Haas and Young Libraries (WCSU) | The Connecticut State Library'.