

How To Place Navigator Requests

To place a Navigator request, simply go to the Hernando County Public Library's website www.hernandocountylibrary.us and click on the Interlibrary Loan link at the bottom of the home page. Select either **Florida Navigator Libraries** or **Libraries Worldwide** from the dropdown box, and do your search. Select a title. Scroll down in the main bib display to see who owns it. If your library system owns it, you may want to place a local hold.

If a Navigator request is appropriate, click on **Request Item**. That brings up the Choose Your Library screen. Click on your library system. Click the "**Keep me logged in...**" box, too. Click **Continue**.

On the next screen, enter your library card number and PIN. Navigator will use this data to look you up in your local patron database and "authenticate" you. If your card is expired and/or you have any fines on your account, you'll be rejected and asked to talk to your local library about clearing your record

If there are no blocks, the next screen will come up. Enter your preferred pickup location and your email address. If you have no email address, enter hcplinterlibraryloan@gmail.com. Any messages that the Navigator server sends will go there.

The Patron Instructions box is a free text field. It allows you to say anything you want and will be visible to ILL staff who handle the request. How they respond to what you say is up to them.

Click **Continue**

Note the request ID. That allows a quick look-up in the staff side of Navigator.

That's it. You will get your regular notification when the book you requested gets to the pickup library you chose. If Navigator fails to find an available copy, it will send you an email and ask you to see library staff.