

Queen Anne's County Free Library



MARINA, Maryland's statewide interlibrary loan service, can help you locate and order materials not owned by the Queen Anne's County Free Library from other libraries in Maryland.

Before you begin, be aware that some materials may NOT be requested:

- Materials designated "In Processing" on the library catalog
- Reference materials
- Most audio visual materials
- Entire magazine issues (specific articles from magazines can be found on the library's magazine databases)

Materials not loaned by the Queen Anne's County Free Library

- Materials designated "In Processing" on the library catalog
- Reference materials
- Videos & DVDs
- Audio books & music CDs
- High demand items
- Entire magazine issues

How to place a MARINA request:

- On the library homepage, click on **Marina Search**
- Enter your library card number without spaces at the **Patron ID** prompt
- Click on **Submit Input**
- Click on **Searching/Requesting**
- Enter search terms by title, author, or subject
- Click on **Begin Searching**

At Combined Requests screen:

- Scroll down to the title you want and click on it
- Click on **Show Availability** to see if the title you want is available for loan
- Click on **Request** to order the title

At Create Request:

- Click on **Yes** to confirm that your name is correct
- Select a **Pickup Location** on the drop-down menu
- Enter an **E-mail Address** if you wish to be notified if your book is not available. You will be notified by mail when your book is received at the library
- Click **Submit Request**

Wait for the Request Confirmation screen:

- Record the request number for your information
- Click **New Search** to make another request or **Quit** to end the session

If you have any questions or problems using MARINA, please ask a library staff member for assistance.

If a title cannot be found by MARINA or if your request comes back unfilled, you may ask a library staff member about obtaining your materials from sources outside the state.



http://www.marina.lib.md.us/QUAN_login.html