ANOKA RAMSEY COMMUNITY COLLEGE
COON RAPIDS CAMPUS LIBRARY

MnPALS Classic instructions

1) In the Find Books section on the CR library webpage, click “MnPALS.”

2) **SEARCH FOR BOOKS AND AUDIOVISUAL MATERIALS AT COON RAPIDS CAMPUS LIBRARY**
   a) Type your search term(s) in the “search for” box.
   b) Click the “Search” box. Your results will display in order by year, most current first.
   c) Click the item you want by clicking the title of the item. Find the call number under “Location/Available.”
   d) **If an item is checked out**, you may click “Place Hold” to request the item for yourself when it is returned.

3) **SEARCH FOR BOOKS AND AUDIOVISUAL MATERIALS AT ALL MNPALS LIBRARIES**
   a) Click the “Other Libraries and Collections” link at the top right of your screen.
   b) Click “MnPALS (All Libraries).”
   c) Perform your search.
   d) To obtain an item from a library other than the Coon Rapids Campus library, click “ILL request” and input your 14-digit barcode (located on your Coon Rapids Campus photo I.D.) and password (the first 16 letters of your last name or your entire last name). Please do not submit requests for electronic books as they are unavailable through Interlibrary Loan.
   e) Click Logon.
   f) Select the ARCC campus to which you want your ILL request sent, and click “Go.”
   g) Read the copyright statement, and check the adjacent box. Hit “Go.”
   h) The library will call you when your item(s) arrives.

4) **RENEWING MATERIALS**
   a) Click “Your Borrowing Record.”
   b) Login with your barcode and password.
   c) Under Activities, click “Loans.”
   d) For items borrowed from the Coon Rapids Campus library, check the number of the item you wish to renew, then “Renew Selected.” Or, you may select “Renew All” to renew all items currently on loan. You will not be permitted to renewal materials on hold for someone else and should return them by the original due date to avoid overdue charges.
   e) Note: If item is from another library, click renew, and then return to "Your Borrowing Record" in a few days to view the response of the lending library.

5) **INTERLIBRARY LOAN OF MATERIALS NOT FOUND ON MNPALS OR EBSCO**
   a) Click “Your Borrowing Record.” Login with your barcode and password.
   b) Click “Interlibrary Loan.”
   c) Select the ARCC campus to which you want your ILL material sent. Hit “Go.”
   d) Complete Book form if requesting a book or audiovisual item; complete Journal form if requesting a journal or newspaper article. Please do not submit requests for electronic books as they are unavailable through Interlibrary Loan. Click “Go.”
   e) Most articles will be delivered to your email address. Books, AV materials, and some articles will be delivered to the library for you, and the library will phone you.

IMPORTANT: Select EXIT when your session is completed to clear your login information from the browser.
Please contact a librarian at 763-433-1150 if you have questions.
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