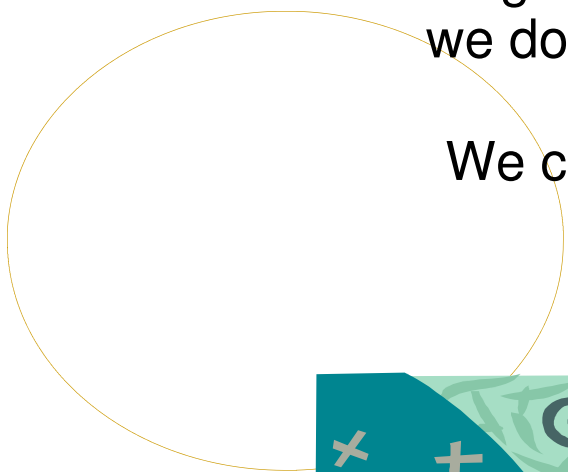


Looking for something  
we don't have?

We can Help!



CRDL offers its patrons the chance to draw from a wealth of resources owned by other libraries across Michigan through the new statewide catalog – MelCat. Our Interlibrary Loan Service is free and easy to access.

**Chippewa River District Library**  
301 S. University \* Mt. Pleasant, Mi 48858  
(989) 773-3242 \* [www.crdl.org](http://www.crdl.org)



Access the library's website by going to [www.crdl.org](http://www.crdl.org)

Please search the CRDL catalog first, if the item is not found, please search MeLCat by clicking on the logo on our homepage or the MeLCat button from the catalog toolbar. Clicking on either of these links will open the page you see below.

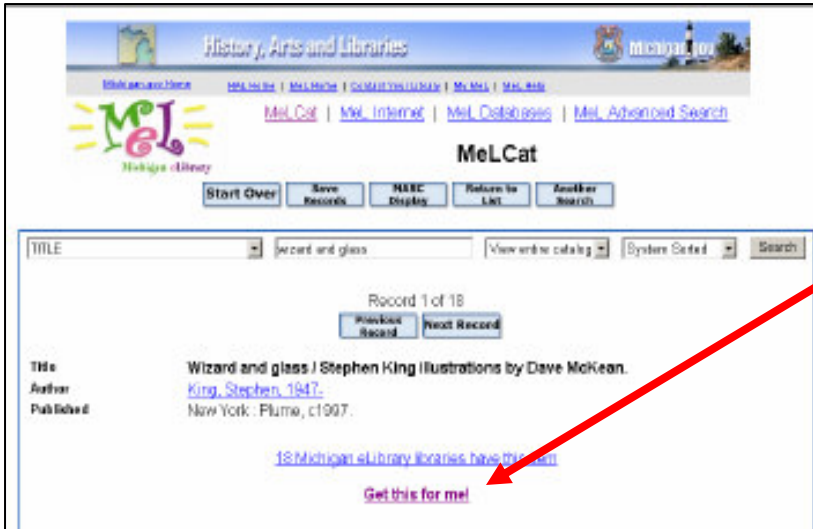
Please note that you may choose the type of search you want by clicking the button next to – Keyword, Author, Title, or Series.

Type in the words to search by and click the "Find It" button.



A results page will open, and you will have a chance to choose the record that best fits your request.

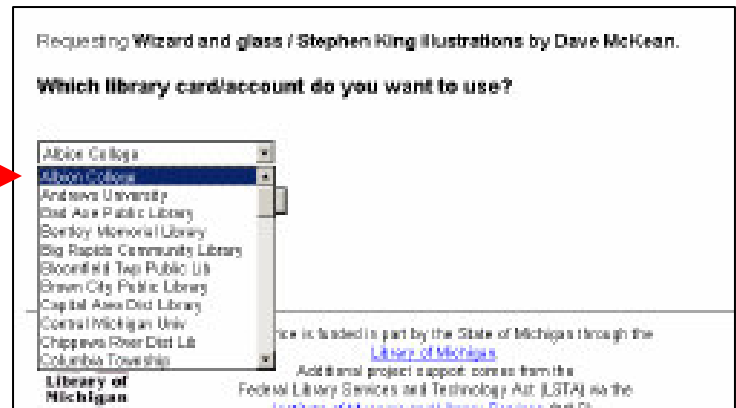
Click on the linked title to learn more about the item's availability.



Once you find one that is available, click on the “Get this for me!” link.

This opens the request process window that you see below.

Choose Chippewa River District Library from the drop menu list. Click the “Submit above Information” button.



Once you enter your name and library card number, it is required that you select a “Pickup Location.” The drop menu lists all of CRDL locations. Choose your location, and click the “Submit” button.



If your request has been submitted successfully, the message “Your request has been submitted” will display.

Any problems, please see a librarian for assistance.

## Loan Status – My Mel

Mel makes it easy for you to check on the status of your loan. Just go to the MEL catalog and click on the link that says “My Mel.”

That brings up the login window with places to fill in you name and library card number. Clicking the “Submit” button brings up the list of items you have on your MelCat account including items checked out, items requested, items cancelled and items in transit. Clicking on a link will open more information concerning these items.

For security and privacy, please always remember to Logout when you are done reviewing your account.

The image shows three screenshots of the MyMelCat interface. The first screenshot is the login page, titled "MyMel Login". It asks "With which institution are you affiliated?" and has a dropdown menu. Below that, it says "Please enter the following information on:" and provides instructions: "Type 'Jane Smith' and then press the TAB key." and "For example, type '91234...' and then press the 'SUBMIT' key." There are input fields for "Your Name:" and "Library Card number:", a "Submit" button, and a "Start Over" button. A red arrow points to the "Submit" button.

The second screenshot is the "My MeLCat Record" page. It shows a "Logout" button, an "Edit Email Address" button, and user information: "MITCHELL, LISE H", "No address provided", "1-989-847-2204", and "lhmitch@cdli.org". Below this, it says "1 item currently checked out" in pink text. A red arrow points to this text.

The third screenshot is a larger view of the "My MeLCat Record" page. It includes the same user information and buttons. Below that, it says "1 ITEM CHECKED OUT" and shows a table with columns: RENEW, TITLE, BARCODE, STATUS, and CALL NUMBER. A red arrow points to the "STATUS" column header.

RENEW	TITLE	BARCODE	STATUS	CALL NUMBER
<input type="checkbox"/>	The cat who walks through walls	330000055053762v194	DUE 08-17-05	BOT SF Heinken

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