

How to place a request using the State Library's Public Library Services catalogue for items in the Languages other than English (LOTE) collection.

Members of the public.

Please contact your local public library staff with the title or item details. Your request will be forwarded to Public Library Services and your local public library staff will notify you when the item is available.

Public library staff: The following procedures are for public library staff only.

Step 1. To place a request with Public Library Services for the item select the **Request an item** button on the page with the title you have located.

The screenshot shows the top navigation menu of the website. The 'Request an item' button is circled in red. Below the menu, the search results for 'Public Library Services' are displayed, showing a single entry for 'Zhongguo xinwen manhua / Liu Yiding'.

Step 2. Fill out your library details and press **Go**.

The screenshot shows the 'Public Library Services Catalogue' request form. The form has two input fields: 'Barcode' and 'Last Name'. Below the fields are 'Go' and 'Clear' buttons. A red arrow points to the 'Go' button.

Step 3. At the next screen, press **Go** when you see Hold in the text box.

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Please select the type of Request you require.

Hold

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Step 4. Ensure you select the **Any Copy** option and then fill in your library name and loan type in the **Barcode** area.

Request for: Hold	
Title:	Zhongguo xinwen manhua / Liu Yiding.
Instructions:	<p>Step 1: Select the button below.</p> <p>Step 2: Enter your Patron Barcode.</p> <p>Step 3: Click the [Submit Request] button to finish.</p>
	<input type="radio"/> Any Copy Any Copy
	<input type="text" value="c. 0 65033367 LOTE"/>
Barcode:	<input type="text"/>
Date & Issue details or Comments	<input type="text"/>
Pick Up At:	<input type="text" value="Circulation location"/>
Not Needed After:	<input type="text" value="730"/> Day(s)
<input type="button" value="Submit Request"/> <input type="button" value="Clear Form"/>	

Step 5. To finalise your request press **Submit Request** button.

You will then receive a message confirming your request.

Your Request was successful.

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Note: If you do not receive this message, your request has not been successful. Please contact Public Library Services staff for assistance with any of the above.

Free Call 1800 017114 or Email the library at pls@slq.qld.gov.au