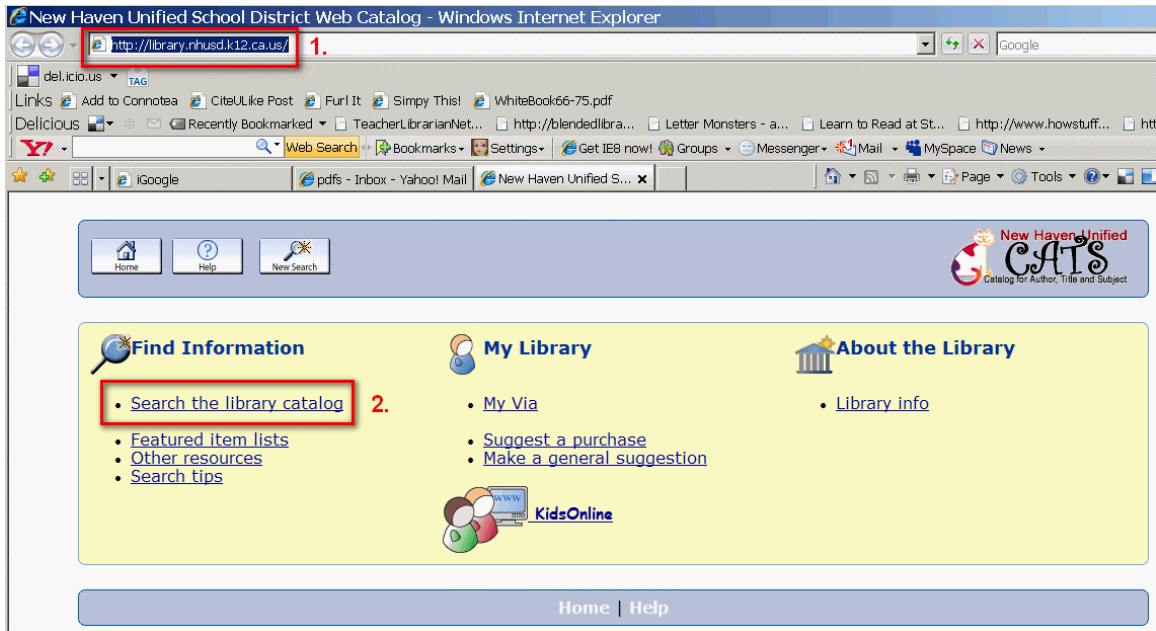


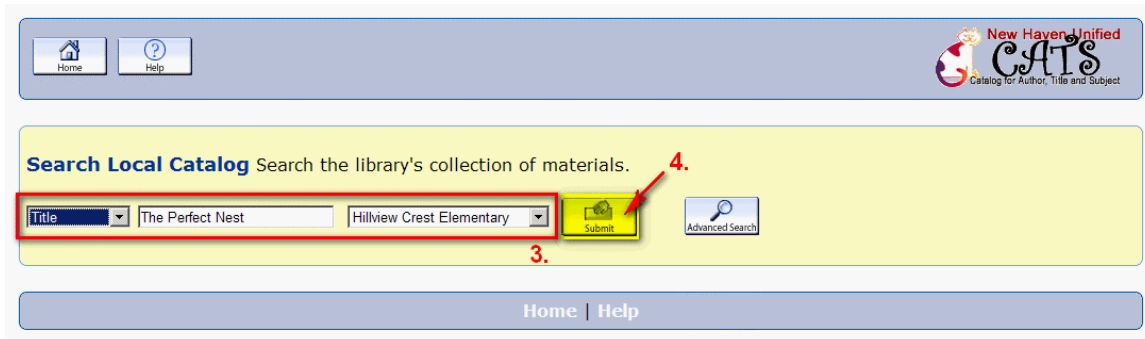
How to Use CATS to Request a Book

1. Go to library.nhusd.k12.ca.us




2. Under find information on left-hand side, click on **Search the Library Catalog**

3. Select either **Title, Author, Subject, Keyword, or Call #** and your **school site**



4. Click on **Submit**

5. After you find the book you want at the bottom of screen click on **Save Records** (looks like a shopping cart)

Home Help 

Start Over Save Records MARC Display Limit/Sort Search Another Search (Search History)

TITLE The Perfect Nest Hillview Crest Elementary System Sorted Search

Record: [Prev](#) [Next](#)

Author: [Friend, Catherine.](#)
 Title: **The perfect nest. illustrated by John Manders.** book jacket
 Publication info. Cambridgen, MA: Candlewick Press c2007.


Location	Call No.	Status
Hillview Crest ES Easy	E Fri	CHECK SHELVES
Hillview Crest ES Easy	E Fri	CHECK SHELVES

Description unp. illus.
 Summary Jack the cat gets much more than he bargained for when he decides to build the perfect nest to attract the perfect chicken.
 Subject [Cats -- Fiction.](#)
[Chicken -- Fiction.](#)
 Added author [Manders, John, illus.](#)
 ISBN 9780763624309

5. Record: [Prev](#) [Next](#)

Start Over Save Records MARC Display Limit/Sort Search Another Search (Search History)

6. Then at bottom of screen you can either remove the record from bookcart or click on **VIEW SAVED**

Home Help 

Start Over [Remove from Book Cart](#) MARC Display Limit/Sort Search Another Search View Saved Clear Saved Records (Search History)

TITLE The Perfect Nest Hillview Crest Elementary System Sorted Search

Record: [Prev](#) [Next](#)

Author: [Friend, Catherine.](#)
 Title: **The perfect nest. illustrated by John Manders.** book jacket
 Publication info. Cambridgen, MA: Candlewick Press c2007.

Location	Call No.	Status
Hillview Crest ES Easy	E Fri	CHECK SHELVES
Hillview Crest ES Easy	E Fri	CHECK SHELVES

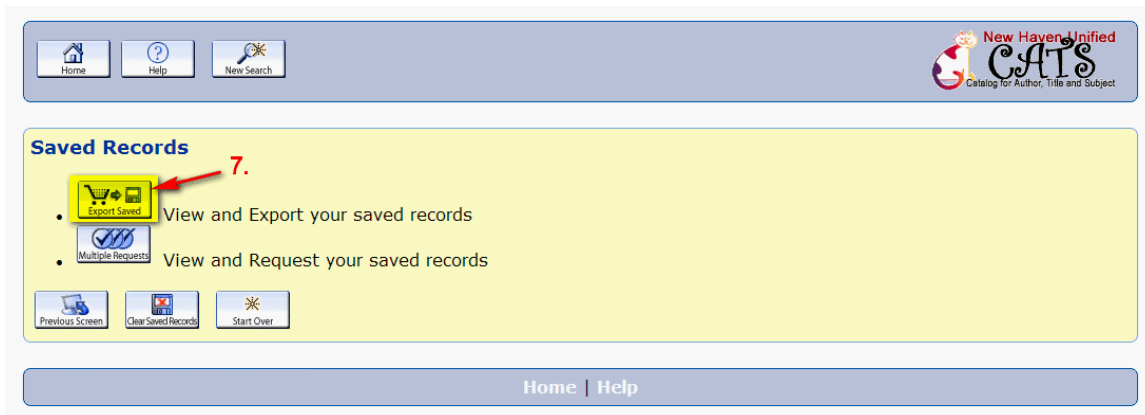
Description unp. illus.
 Summary Jack the cat gets much more than he bargained for when he decides to build the perfect nest to attract the perfect chicken.
 Subject [Cats -- Fiction.](#)
[Chicken -- Fiction.](#)
 Added author [Manders, John, illus.](#)
 ISBN 9780763624309

Record: [Prev](#) [Next](#)

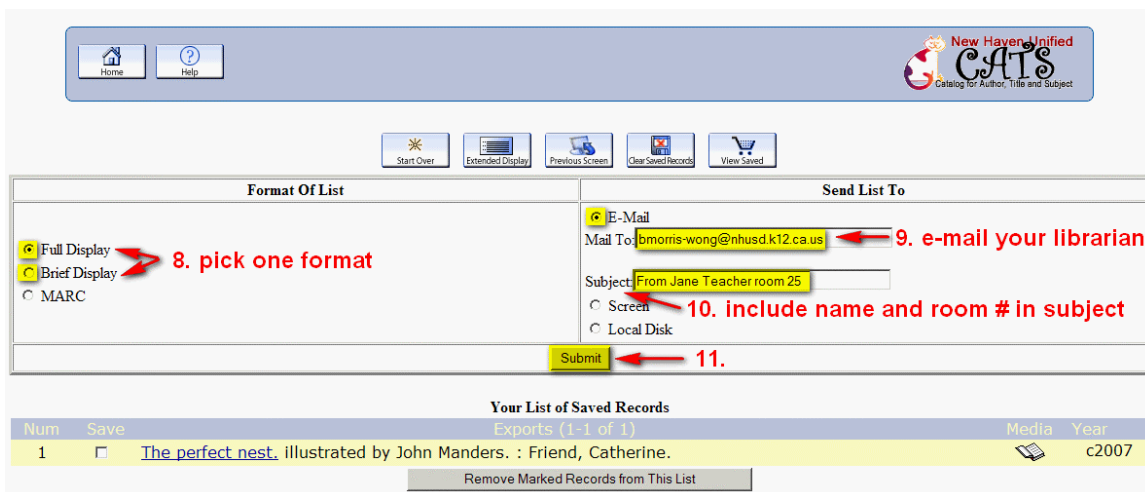
Start Over [Remove from Book Cart](#) MARC Display Limit/Sort Search Another Search **View Saved** Clear Saved Records (Search History)

6.

7. Then click on **View and Export your saved records** (the other function, View and Request your saved records multiple requests, will not work because staff members no longer have barcodes)



8. Select on left-hand side **Format Of List** (either **Full Display** or **Brief Display**)



9. Select on right-hand side **E-mail** (email to bmorris-wong@nhusd.k12.ca.us)

10. Make the subject of the e-mail includes your name and room number (example: From Jane Teacher room 25)

11. Click on **Submit**, your LMT will get the email and get the book(s) to you within 24 to 48 hours

Beth Morris-Wong, MLIS, MAT
 Library Media Teacher
 Hillview Crest Elementary School
 New Haven Unified School District
 510-471-5720 ext 216
bmorris-wong@nhusd.k12.ca.us