

Placing Holds in MNLINK

Why: To find an item that is not held at the MLC library or other TdS libraries.

How: Use MNLINK.

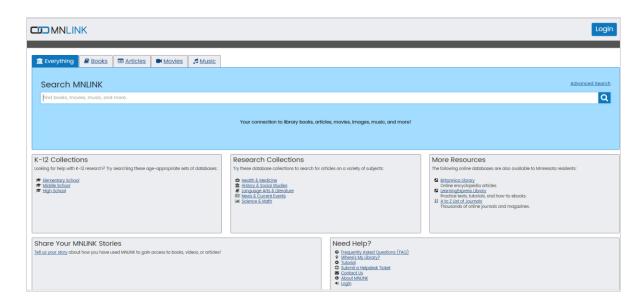
Note: Always check the MLC/TdS catalog before using MNLINK. It is much faster to receive items from local libraries than it is to use MNLINK.

Access MNLINK using one of these methods:

• Through the library website: https://mlc-wels.edu/library

Q MNLINK Catalog searches library catalogs throughout Minnesota.

- Click on the MNLINK Catalog Link, OR
- Access MNLINK at http://www.mnlink.org.
- Enter your search term, and search either a specific library system, or all of them. Be patient. It can take a few minutes to search all of the libraries in Minnesota.



Look through the list of results and choose the one you want. Click on the title.

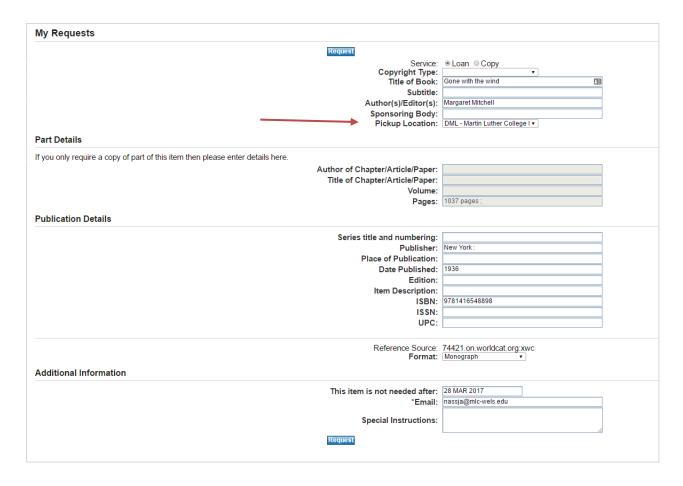


Look for the request item button



 Enter your library card number and leave the PIN/password field blank. (Your library card number is coded with MLC (DML) as your home library.)

The next screen will be filled in for you. Make sure that the pickup location is Martin Luther College (DML) You can add special instructions at the bottom of the page; otherwise, just click *Request* and the item will be requested for you.



- MNLINK requests, can take a week or two to arrive at the MLC library, so you'll need to plan ahead to get your materials on time.
- You will be notified by e-mail when your requested item is ready for pickup at the MLC library.

Please ask library staff if you have any questions about using the catalog or the MLC Library.