

Recommend Titles to other Patrons

To recommend a title to another Patron, you must first log in to your online account and look up the specific book and/or other material.

Once the material has been located, click on the "Recommend Title" button to the right of the title.

You must then locate a specific Patron by typing in their last name. Note that only Patrons with an online account will be able to receive recommendations.

Once you have clicked on the name of the Patron, you may type a brief comment, then press the "Save" button. The recommendation will then be sent.

To view titles Recommended to you, click on the "My Info" tab and scroll down until you reach the "Recommended Titles" section.

If you no longer require a Recommendation, click on the "Delete" button.