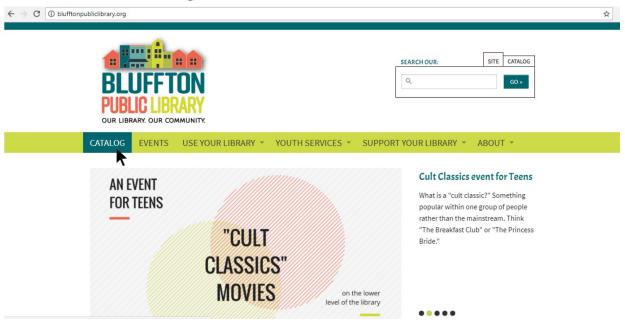
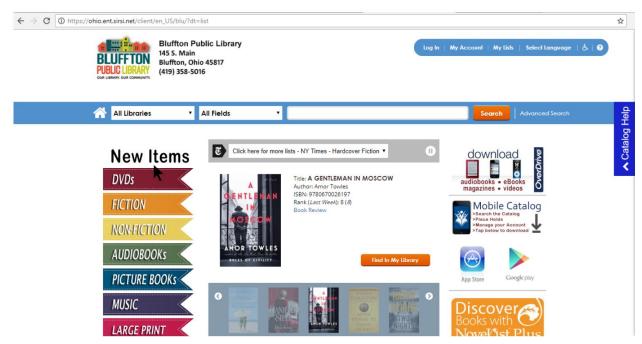
LOCATING NEW BLUFFTON ITEMS IN CATALOG

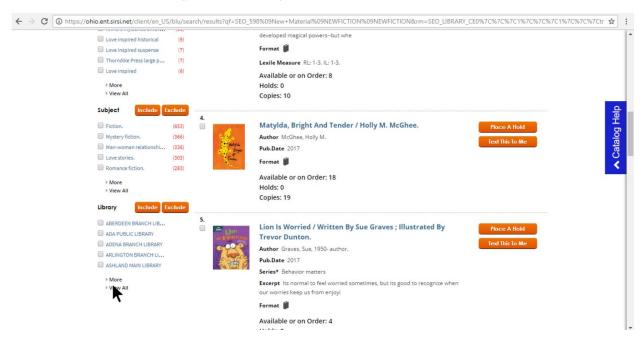
STEP 1: Go to the Catalog Tab



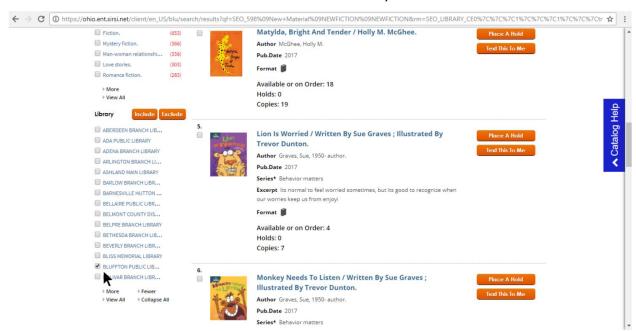
STEP 2: Select New Items



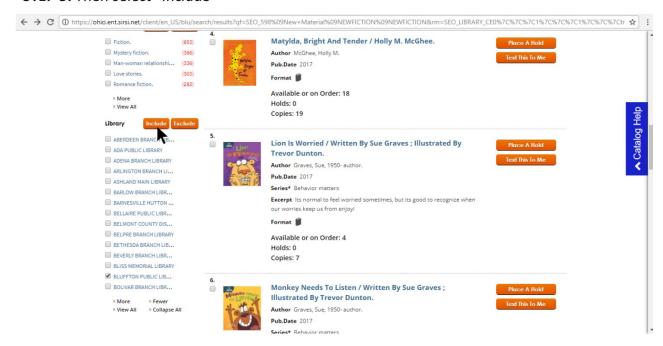
STEP 3: Scroll down until you see "Library" on the left side. Select "More"



STEP 4: Mark the check box next to "Bluffton Public Library"



STEP 5: Then select "Include"



All items listed are now NEW items the Bluffton Public Library owns. If you wish to place a hold on a new item the library does not own, simply return to the catalog home page and select New Items again. You will be able to place a hold on the item using your library card number and your 4-digit pin.