



# FiveSystems.org

## Catalog Quick Start Guide

**Welcome** to FiveSystems.org, the union catalog for the school library systems of the greater Rochester region. This catalog allows school libraries to find resources and engage in point-to-point interlibrary loans. For more information on using the catalog, please contact your School Library System.

## Searching

**Keyword:**

Search which library?

## Getting Started

- Login at [fivesystems.org](http://fivesystems.org) with your ILL email address
- The initial password for your account is “reading”
- After logging in for the first time, change your password by clicking on *My account* on the left and then clicking on the Edit tab. Enter your new password (twice) and *Save*

To search the catalog, enter a keyword and click *Go*. For more options, click the buttons to add a title, author, or subject search field. By default, the catalog searches all libraries; use the drop down menu to narrow the scope to a district or school in your system, or one of the other systems. Search results can be sorted or narrowed using the sort options and facets in the left sidebar.

Details | Editions | Request

Title: Alanna  
Author: Pierce, Tamora

Borrower Note:

This will be visible by only you and others at your library.

Lender: \*  
LeRoy High (1)

Lender Note:

This will be visible to the lending library.

## Requesting

Request a copy of a book (any edition) by clicking on the *Request this* button on the search results page. For more information on the book, or to request a specific edition of the book, click on the title or cover to go to the book’s details page. On the Editions tab, request a specific edition or click on a holding library’s name to show the MARC record for that library. On the request form, you can enter a private borrower note as well as a note that will be sent to the lender.

ILL Requests are sent through email. Click on the link in the email to accept or decline a request. Manage your outgoing loans and your incoming requests on your *My account* page.