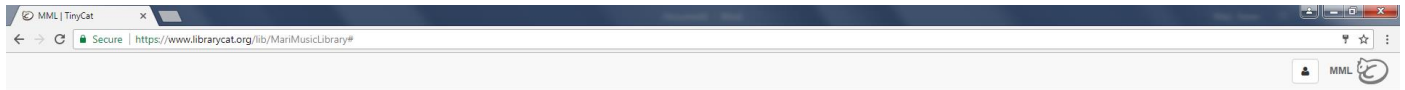


# MML How-To: Check Holdings Out Online



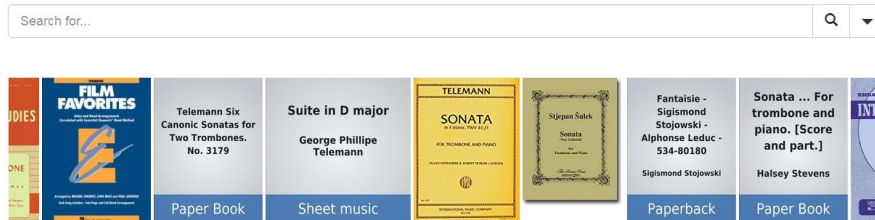
## Step 1: Logging in to the MML LibraryCat

The MML Catalog made available online through LibraryCat. To view holdings available to check out, visit <https://www.librarycat.org/lib/MariMusicLibrary>



### Mari Music Library

Welcome to the Mari Music Library



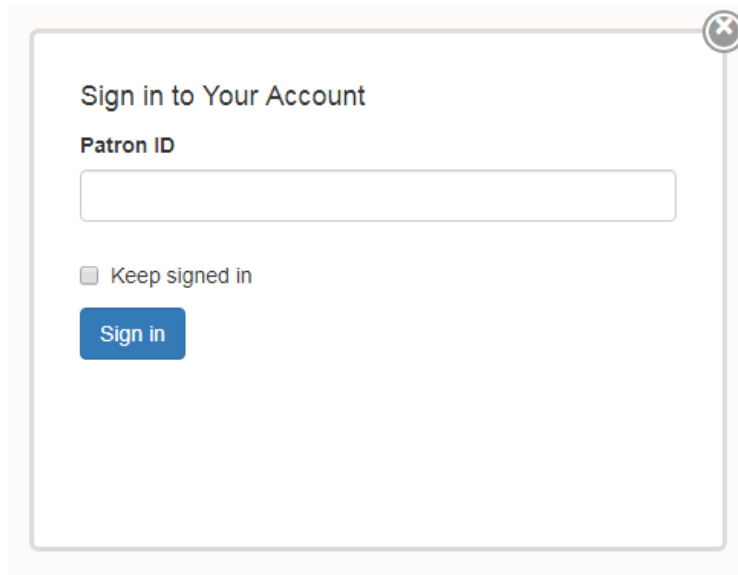
powered by TinyCat from LibraryThing

To log in, click the patron button  in the upper right hand corner next.



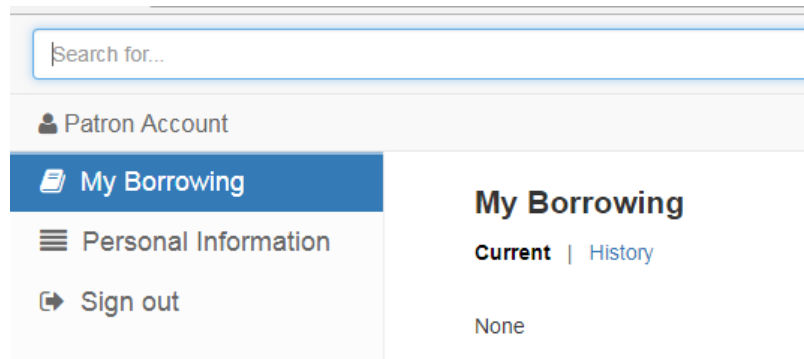
Enter your MML Patron ID and click [Sign in](#) .

You received your MML Patron ID when you registered for membership in the MML.

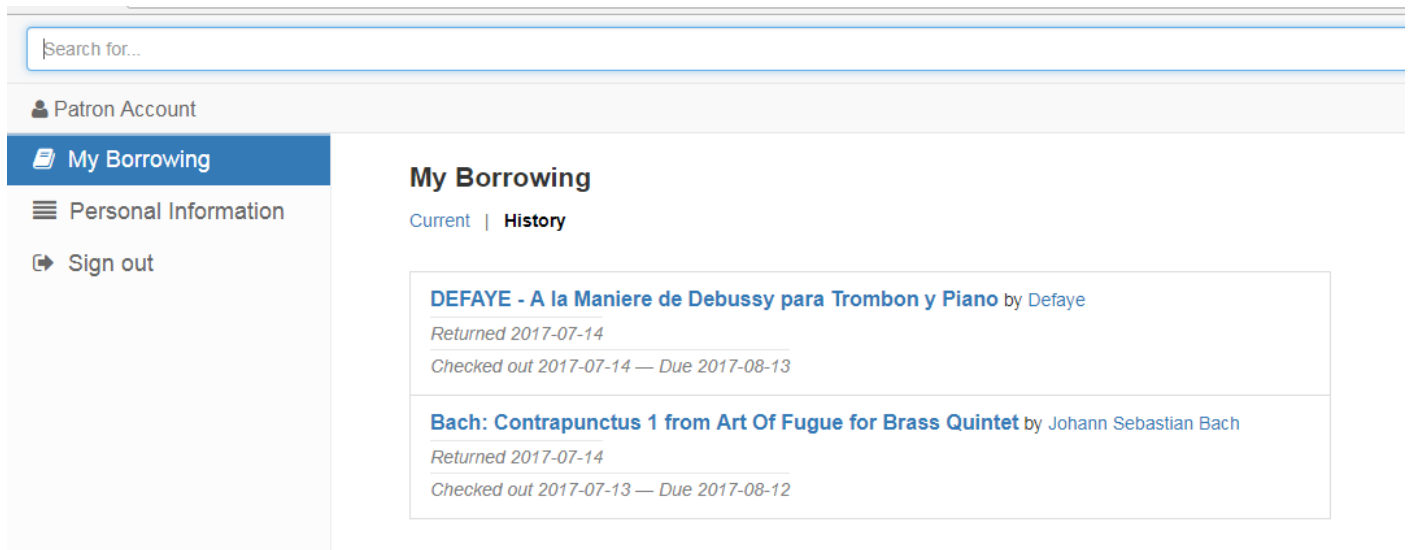


A screenshot of a web form titled "Sign in to Your Account". It features a "Patron ID" label above a text input field. Below the input field is a checkbox labeled "Keep signed in". At the bottom of the form is a blue "Sign in" button. The form is enclosed in a light gray border with a close button (X) in the top right corner.

Once logged in, you will be able to view items you currently have checked out, as well as your borrowing history.



A screenshot of a user account menu and the "My Borrowing" section. The menu on the left includes "Patron Account", "My Borrowing" (highlighted in blue), "Personal Information", and "Sign out". The "My Borrowing" section on the right has a sub-menu with "Current" and "History" (highlighted in blue). Below the sub-menu, the text "None" is displayed.

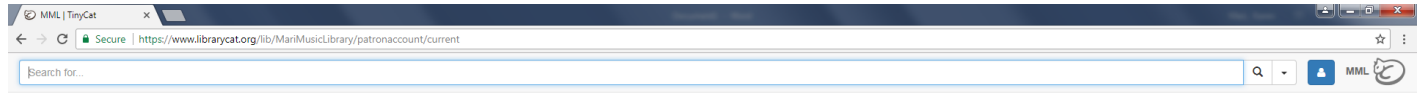



A screenshot of the "My Borrowing" page. The left sidebar menu is identical to the previous screenshot. The main content area shows the "My Borrowing" section with "Current" and "History" tabs. The "History" tab is active, displaying a list of borrowed items:

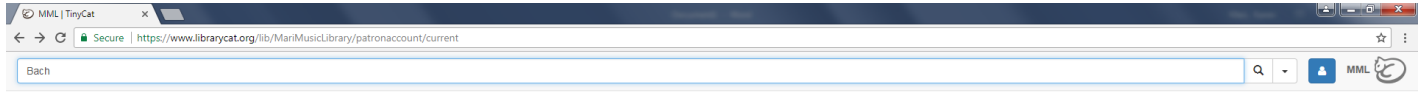
- DEFAYE - A la Maniere de Debussy para Trombon y Piano** by Defaye  
Returned 2017-07-14  
Checked out 2017-07-14 — Due 2017-08-13
- Bach: Contrapunctus 1 from Art Of Fugue for Brass Quintet** by Johann Sebastian Bach  
Returned 2017-07-14  
Checked out 2017-07-13 — Due 2017-08-12

# Step 2: Finding Materials

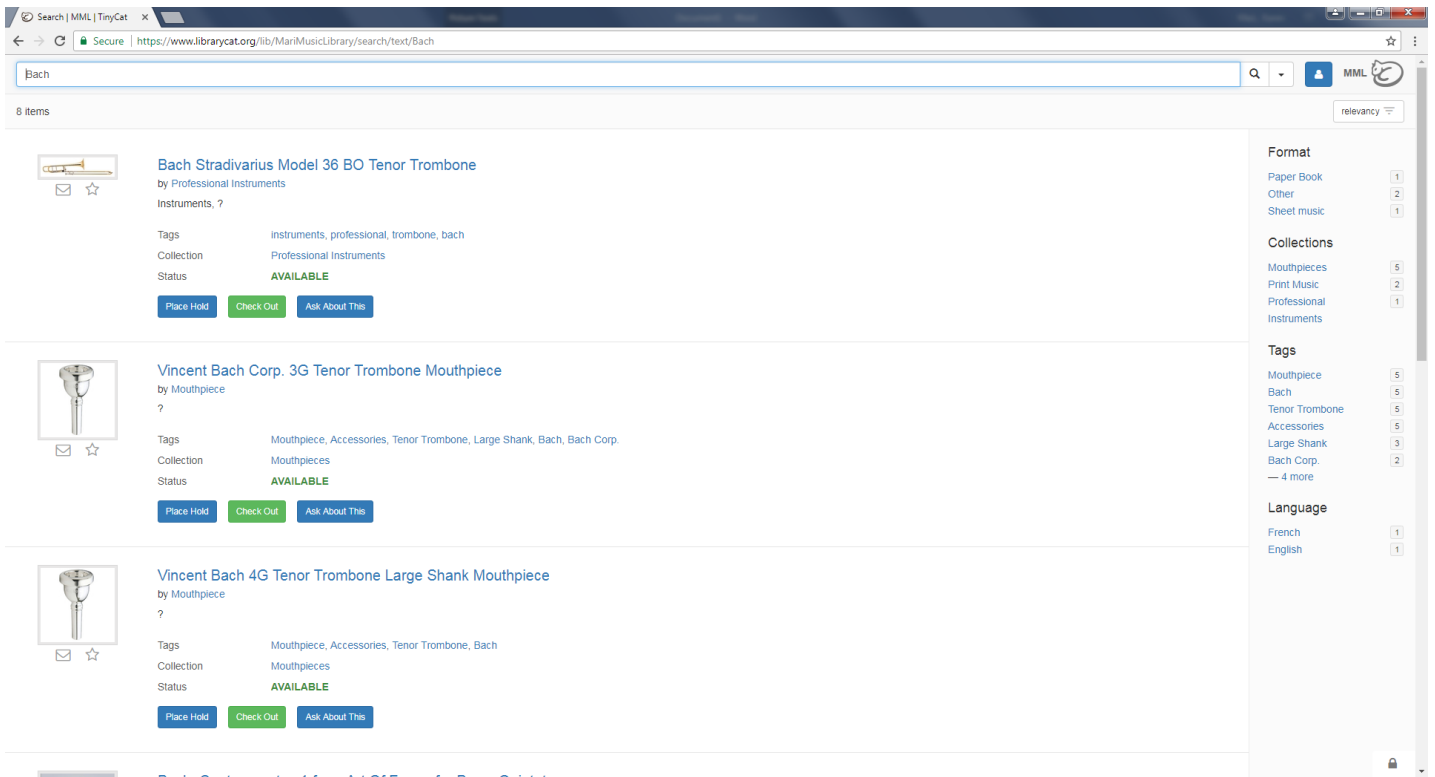
To find materials to check out, use the search box at the top of the page



Enter a search word and press 



After searching, you will be presented with a list of items that match your search.



You may click on the item you'd like to check out for more information.



## Vincent Bach Corp. 3G Tenor Trombone Mouthpiece

by Mouthpiece

?


Tags Mouthpiece, Accessories, Tenor Trombone, Large Shank, Bach, Bach Corp.

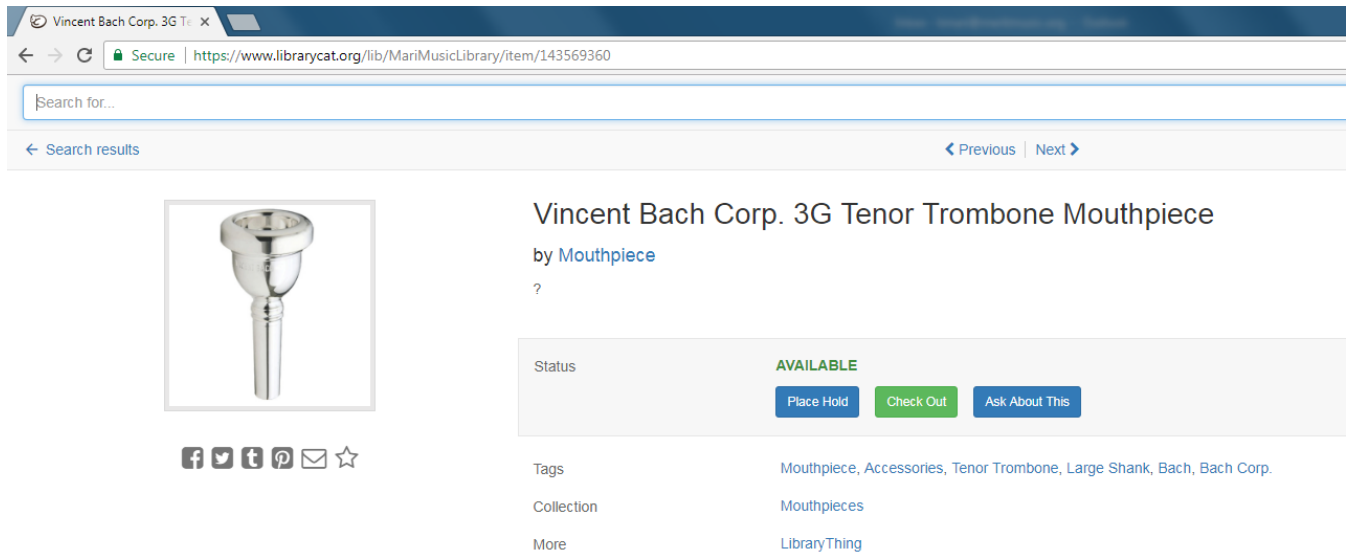
Collection Mouthpieces

Status **AVAILABLE**

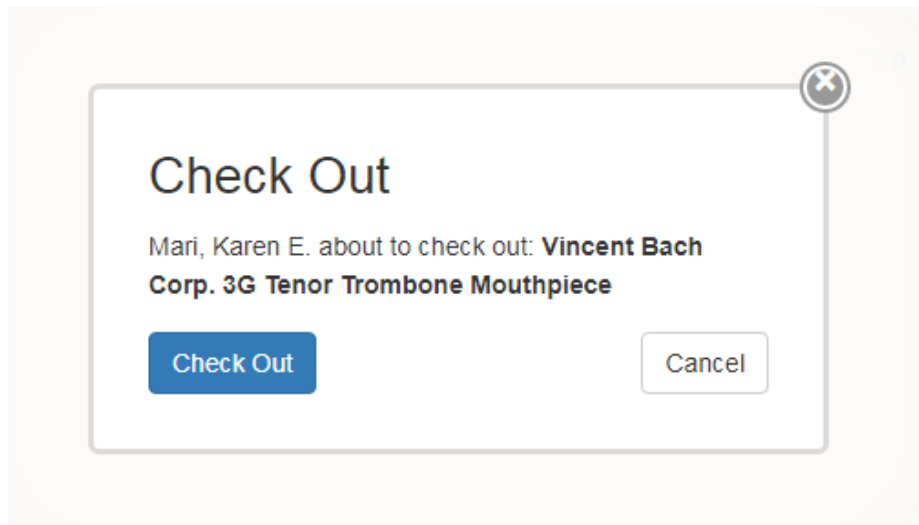
[Place Hold](#) [Check Out](#) [Ask About This](#)

# Step 3: Checking Items Out

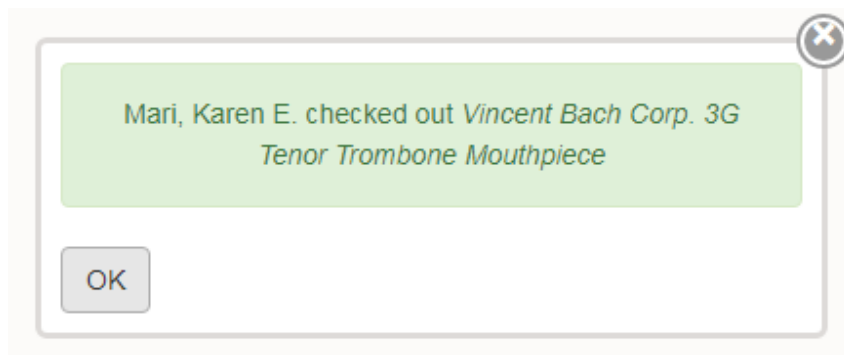
To check the item out, click 



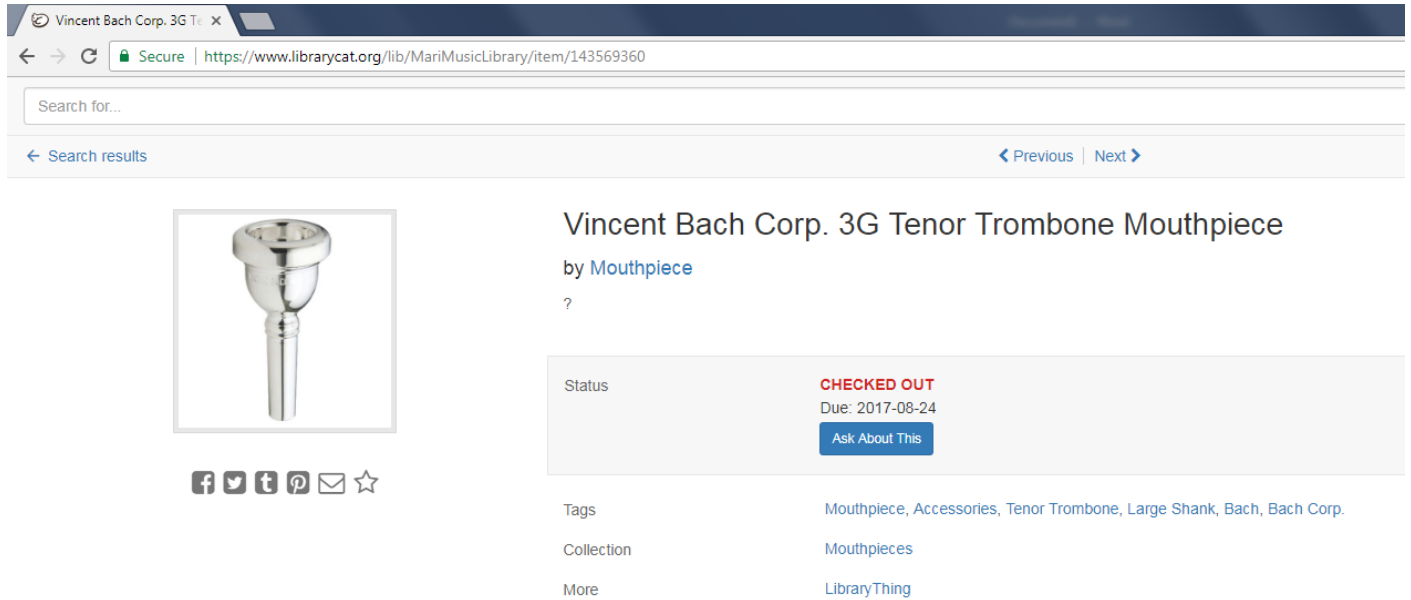
You will be asked to confirm your Check Out. Click  to confirm.



You will receive confirmation that the item has been checked out to you.

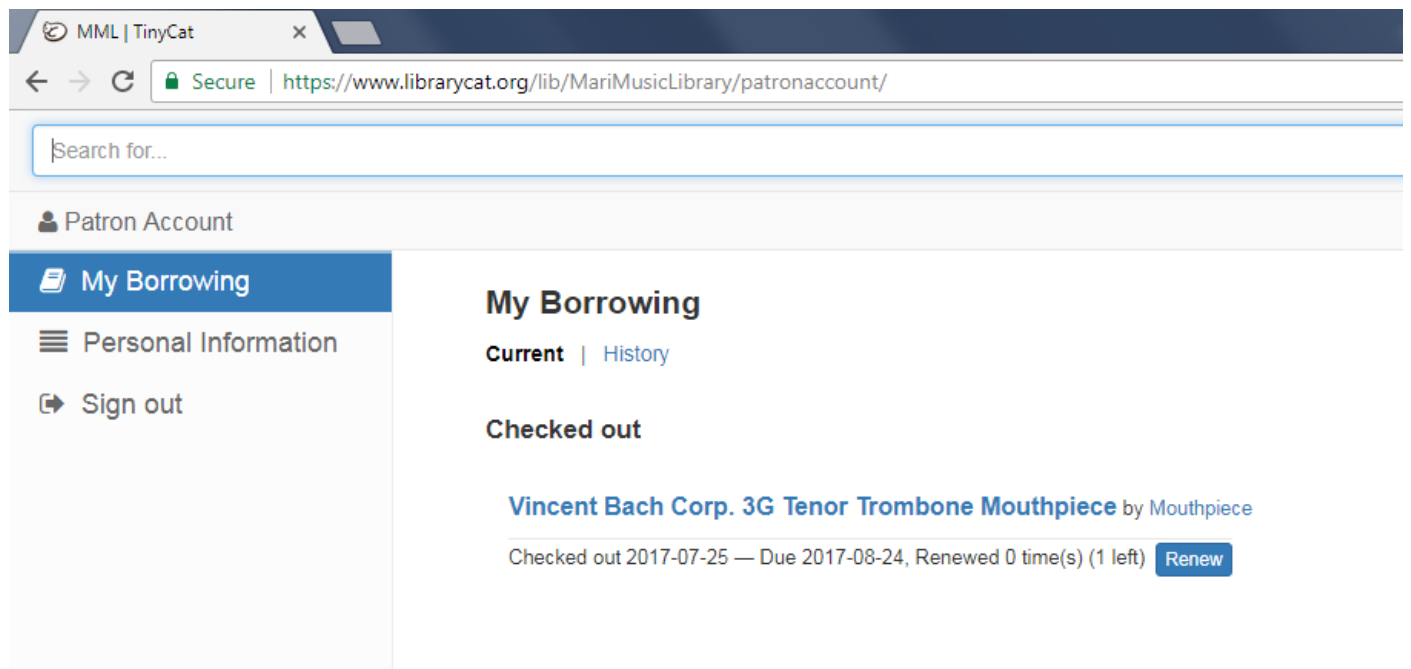


You can also confirm that the item is checked out by re-visiting the item page. Note that the item is now **CHECKED OUT**, and that a due date is listed.



The screenshot shows a web browser window with the URL <https://www.librarycat.org/lib/MariMusicLibrary/item/143569360>. The page features a search bar at the top, a navigation bar with "Search results" and "Previous | Next" links, and a main content area. On the left, there is a photograph of a silver trombone mouthpiece. Below the photo are social media sharing icons for Facebook, Twitter, Tumblr, Pinterest, Email, and a star icon. The main title is "Vincent Bach Corp. 3G Tenor Trombone Mouthpiece" by Mouthpiece. A status box indicates the item is "CHECKED OUT" with a due date of "2017-08-24" and an "Ask About This" button. Below this, there are tags: "Mouthpiece, Accessories, Tenor Trombone, Large Shank, Bach, Bach Corp.", a collection name "Mouthpieces", and a "More" link labeled "LibraryThing".

Your borrowing record will now reflect the item you've checked out. You can also view the due date and renewal information here.



The screenshot shows a web browser window with the URL <https://www.librarycat.org/lib/MariMusicLibrary/patronaccount/>. The page has a search bar and a "Patron Account" section. A sidebar menu on the left includes "My Borrowing" (selected), "Personal Information", and "Sign out". The main content area is titled "My Borrowing" and has tabs for "Current" and "History". Under the "Checked out" section, there is a record for "Vincent Bach Corp. 3G Tenor Trombone Mouthpiece" by Mouthpiece. The record shows it was checked out on 2017-07-25, is due on 2017-08-24, and has been renewed 0 times (1 left). A "Renew" button is visible next to the record.

## Step 4: Receiving Items Checked Out Online

To receive items checked out, contact [karen@marimusiclibrary.com](mailto:karen@marimusiclibrary.com) to set up a pick-up time.

Items can generally be picked up in the following cities at the following times

**Chicago (West Loop)**——Monday, Tuesday, Thursday, & Friday between 10AM and 5PM

**Crown Point, IN**——Wednesdays between 2:00 PM and 8:00 PM

**Vernon Hills, IL**——Some weekends by appointment

Items must be picked up within three business days of being checked out, or they will be released back into circulation.

## Questions?

Email——[info@marimusiclibrary.com](mailto:info@marimusiclibrary.com)

Phone——(224) 358-3803

Web——[www.marimusiclibrary.com](http://www.marimusiclibrary.com)