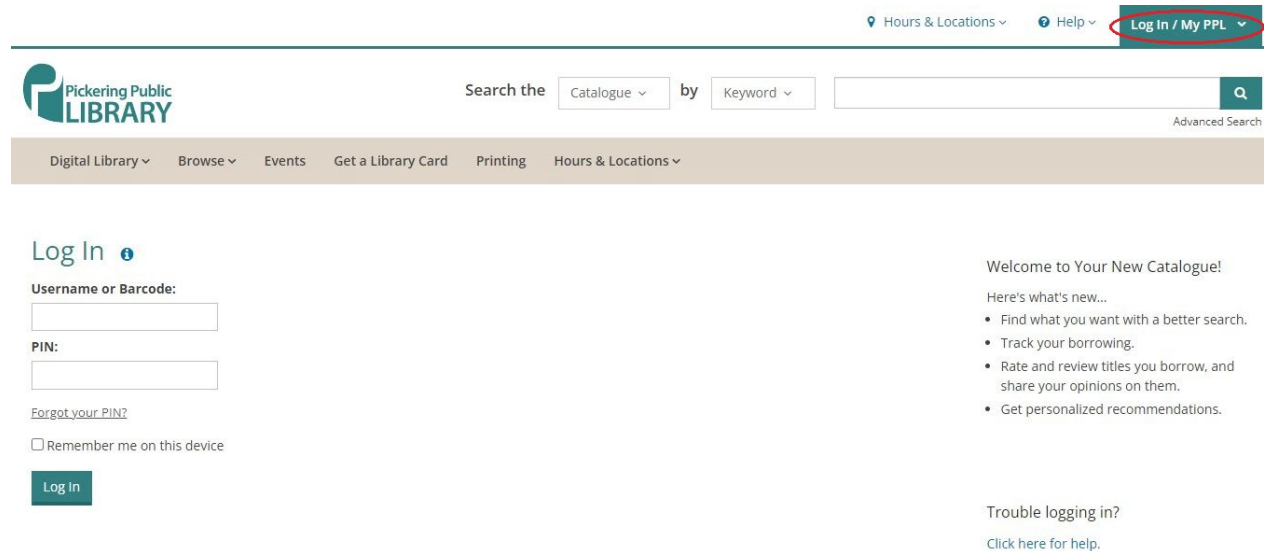


## Suggested Purchase

Looking for something we don't have in our collection? We welcome suggestions anytime for purchases of library materials. Be sure to check the library catalogue before submitting a suggestion as the item may already be owned or on order. Please review the information below to guide you in submitting a Suggest for Purchase Request.

## How to Submit a Suggest for Purchase Request

1. Log in to your library account.



The screenshot shows the top navigation bar with links for "Hours & Locations", "Help", and "Log In / My PPL" (circled in red). Below the navigation bar is the Pickering Public Library logo and a search bar with "Catalogue" and "Keyword" dropdowns. A secondary navigation bar contains links for "Digital Library", "Browse", "Events", "Get a Library Card", "Printing", and "Hours & Locations".

The main content area features a "Log In" section with the following elements:

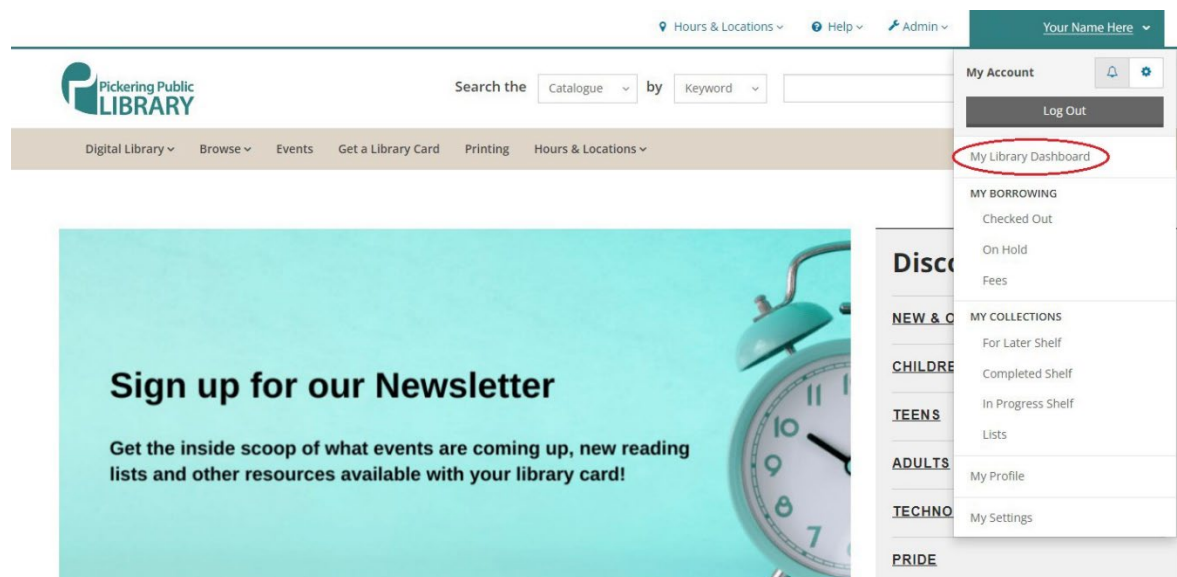
- Username or Barcode:** A text input field.
- PIN:** A text input field.
- [Forgot your PIN?](#)
- Remember me on this device
- Log In** button

To the right of the login form, there is a welcome message: "Welcome to Your New Catalogue!" followed by a list of features:

- Here's what's new...
- Find what you want with a better search.
- Track your borrowing.
- Rate and review titles you borrow, and share your opinions on them.
- Get personalized recommendations.

Below the list, there is a link: "Trouble logging in? Click here for help."

2. Under your account name, navigate to the tab "My Library Dashboard"



The screenshot shows the website after login. The top navigation bar now includes "Admin" and "Your Name Here" (circled in red). Below the navigation bar is the Pickering Public Library logo and a search bar. A secondary navigation bar contains links for "Digital Library", "Browse", "Events", "Get a Library Card", "Printing", and "Hours & Locations".

The main content area features a "Sign up for our Newsletter" banner with the text: "Get the inside scoop of what events are coming up, new reading lists and other resources available with your library card!".

On the right side, a dropdown menu is open under "Your Name Here". The menu items are:

- My Account (with notification and settings icons)
- Log Out
- My Library Dashboard** (circled in red)
- MY BORROWING
  - Checked Out
  - On Hold
  - Fees
- MY COLLECTIONS
  - For Later Shelf
  - Completed Shelf
  - In Progress Shelf
  - Lists
- My Profile
- My Settings

3. Click “Submit a Suggestion” and fill in the form that appears.

The screenshot shows the Pickering Public Library website. At the top, there is a navigation bar with links for 'Hours & Locations', 'Help', and 'Admin', and a user profile 'Your Name Here'. Below this is a search bar with 'Search the Catalogue by Keyword' and an 'Advanced Search' link. A secondary navigation bar contains links for 'Digital Library', 'Browse', 'Events', 'Get a Library Card', 'Printing', and 'Hours & Locations'. The main content area is titled 'My Library Dashboard' and includes a welcome message 'Welcome, Your Name Here !'. On the left, there is a 'My Borrowing at Pickering Public Library' section with a table:

Checked Out	0 >
On Hold	0 >
Fees	\$0.00 >
<b>+ Submit a Suggestion</b>	<b>&gt;</b>
Suggested this Month	0 / 100

The 'Submit a Suggestion' row is circled in red. To the right is a section titled 'Available Now from My For Later Shelf' which is currently empty. At the bottom right of this section is a link 'View my For Later shelf →'. There are also 'More Information', 'Notifications', and 'Settings' icons in the top right of the dashboard area.

## FAQ's

Q: What kinds of formats can I suggest?

A:

- Audiobook CD
- Blu-ray disc
- Book
- Book Club Kit
- Downloadable Audiobook
- DVD
- eBook
- Graphic Novel
- Large Print Book
- Magazine
- Newspaper
- Video Game

Q: What kinds of items are generally approved?

A:

- New materials
- Diverse materials
- Items that are commercially available

- Items that address gaps in the collection
- Items that are available for purchase through library wholesalers
- Items with broad community appeal
- Items within the Library’s budget

For more information on how materials are selected for inclusion in the collection, please refer to Section 8 of the [Resource Development Policy](#).

Q: If I am a local author, how do I suggest that the Library carry my book?

A: If you are a local author, please read the [Local Author/Creator Collection Policy](#) and complete Appendix 1.

Q: Is there a limit to how many items I can suggest?

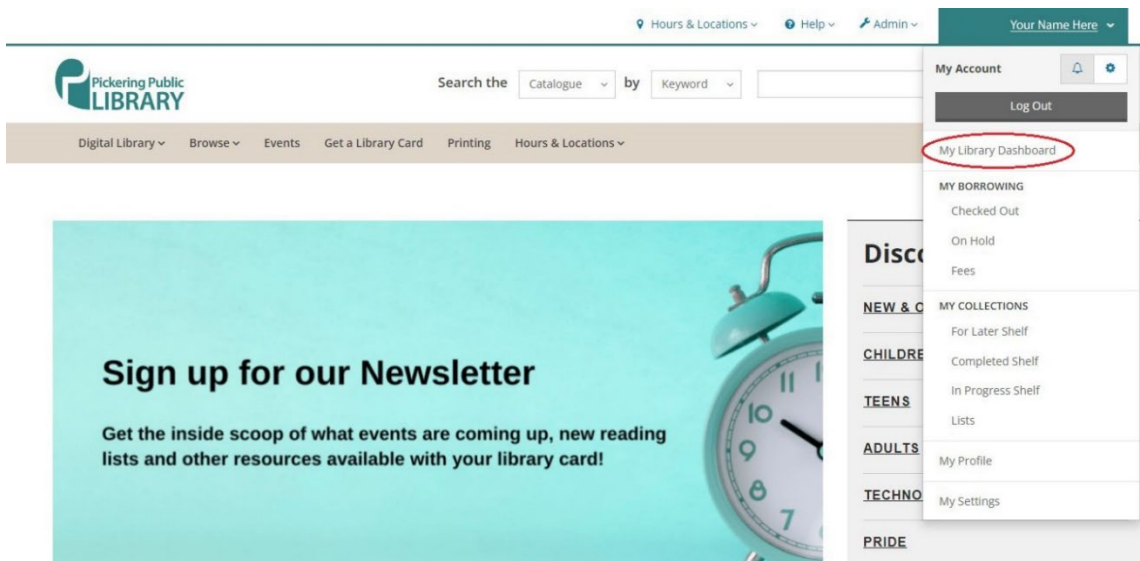
A: You can suggest up to 100 items per month.

Q: How long does it take for my suggestion to be reviewed?

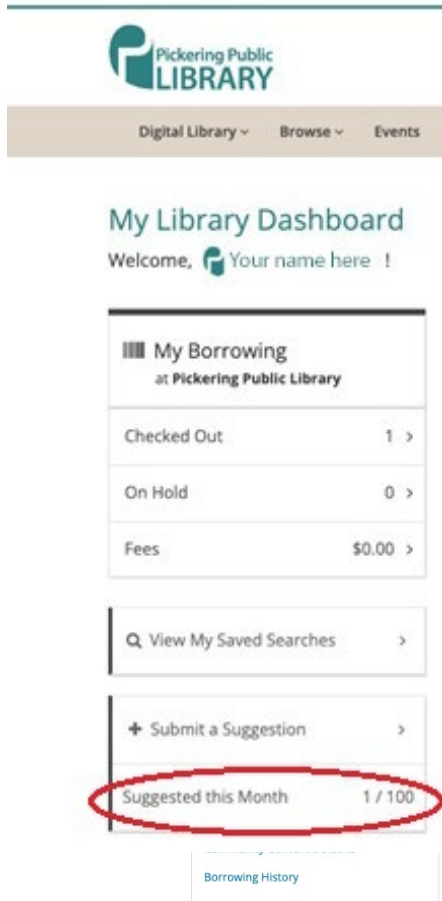
A: Please allow 1-2 weeks for selectors to review your suggestion.

Q: How do I find out if the item I suggested has been approved?

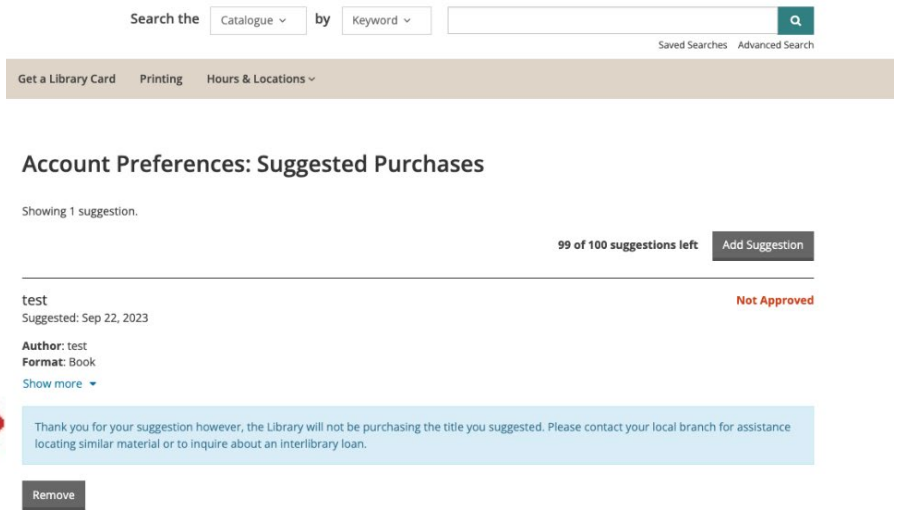
A: 1. Log in to your library account and click on ‘My Library Dashboard’



2. Below 'Submit a Suggestion', click on 'Suggested this Month'



3. Within your 'Suggested Purchases' you will be able to see whether your suggestion was approved or denied and the reason behind the decision.



Q: How do I access the item I suggested if it has been approved?

A: Once the item has been approved, it should appear in the catalogue within 1-2 weeks as "on order." Once it is on order, you can place a hold. Please note that due to the number of suggestions we receive, library staff cannot automatically put you on hold for your suggested item(s).