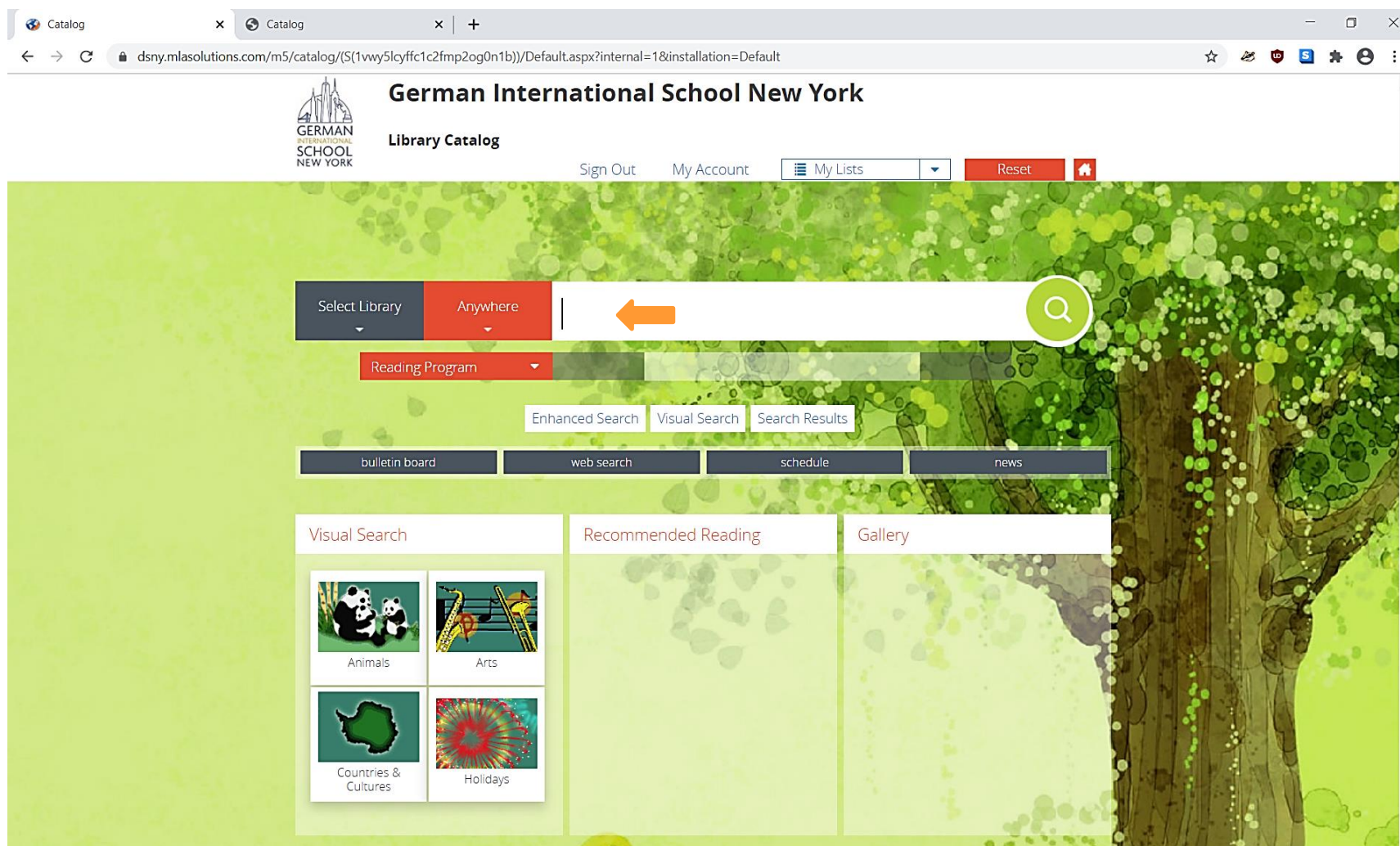


GISNY Library's Guide To

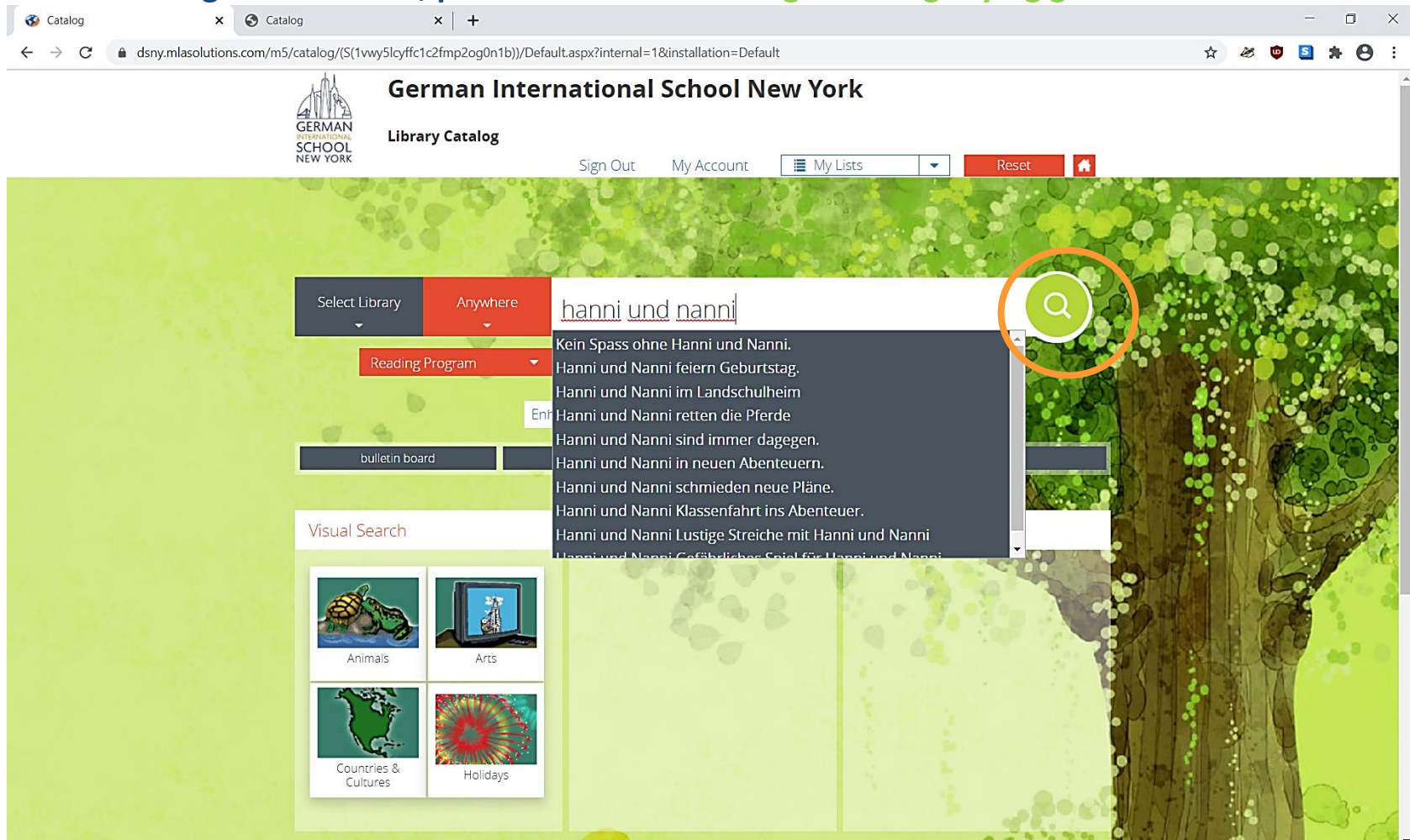
Placing Reservations through the Catalog
Website

Once you are signed in, you can search for books in our catalog! Let me take you through a simple search. First, click inside the search box



Type what you want to borrow into the search box.

You can search by book title, or author name, or by subject, in English und auf Deutsch. Suggestions will come up, and you may click on them if you see the item you would like. If you want a general search, press enter or click the **green magnifying glass** circled below



Here I searched for “hanni und nanni” to see all the books we have in the series. You can see if the book is available (which means it is in the library and not borrowed by someone else) by looking for a **green ✓** or a **red ✗**

If you scroll down, you will see more books.

The screenshot shows a web browser window with the URL `dsny.mlasolutions.com/m5/catalog/(S(41vguf1u0mij5dzbkdpag04c))/Default.aspx?internal=1&installation=Default`. The page is titled "German International School New York Library Catalog". The search bar contains "hanni und nanni". Below the search bar, there are buttons for "Enhanced Search", "Visual Search", and "Search Results". The search results show 13 results. The first result is "Hanni und Nanni - Lindenhof in Gefahr." by Blyton, Enid. The result is marked as "1 of 1 available" with a green checkmark. A green arrow points from a text box saying "This book is available! Yay!" to the green checkmark. An orange arrow points down from the search bar area to the results, with the text "Scroll down to see more!".

German International School New York
Library Catalog

Select Library: Anywhere
Reading Program:
Enhanced Search Visual Search Search Results

13 results

Refine Search
☐ Show only available items

library
☐ Library 13

Format
☐ Book 12
☐ Video Recording 1

Save page in My
Bibliographic
Call Number by Prefix
Results per page 10
1 of 2

Hanni und Nanni - Lindenhof in Gefahr.
Köln : Schneiderbuch / Egmont, c 2007, 2015.
183 p., hc :
Hanni und Nanni ; Hanni und Nanni - Lindenhof in Gefahr - Band 23

1 of 1 available
★ ★ ★ ★ ★ 0

This book is available! Yay!

After scrolling down, I have found the book I want. Click on the orange title “Hanni und Nanni – Lindenhof in Gefahr” to go to the Item Record

Note: There are also filtering options on the side, which help narrow down your search to find exactly what you would like. At the moment, they are not always helpful, so it is best to leave them alone.

The screenshot shows a web browser window with a library catalog. The address bar shows a URL from dsny.mla.solutions.com. The left sidebar has several filter sections: 'Show only available items' (checkbox), 'library' (dropdown), 'Format' (checkboxes for various formats), 'Reading Program' (dropdown), and 'Publication Dates' (checkboxes for years 2015, 2011, 2009, 2007, and a '+ more' link). A large red 'X' is overlaid on the sidebar filters. The main content area displays two book entries. The first entry is 'Hanni und Nanni - Lindenhof in Gefahr' by Blyton, Enid, which is circled in orange. The second entry is 'Hanni und Nanni feiern Geburtstag' by Blyton, Enid. Both entries show the book cover, title, author, publisher, and year. The first entry is marked as '1 of 1 available' and has a star rating of 0. The second entry is also marked as '1 of 1 available' and has a star rating of 0. At the bottom of the page, there is a small logo and the text 'An E BLY'.

Make sure you double check what you are requesting. Most times a movie or CD will have “[videorecording]” or “[soundrecording]” written in the title to help you. The “call number” (which is boxed in orange) will always tell you if an item is a DVD.

The screenshot shows a library catalog interface with two items displayed. The first item is a book titled "Kein Spass ohne Nanni und Nanni - Band 4" by Enid Blyton. The call number "An E BLY" is highlighted with an orange box and labeled "This is a Call Number". A second orange box explains the components: "An = Anfänger (beginner)", "E = Erzähler (fiction)", and "BLY = first 3 letters of the author's last name". The second item is a DVD titled "Hanni & Nanni [videorecording]" by Universal Pictures. The call number "DVD E HAN" is highlighted with an orange box and labeled "This is a DVD!".

Item 1: Book

Nonfiction 6

Reading Program +

Publication Dates -

- 2015 1
- 2011 1
- 2009 1
- 2007 1

+ more

Call Number: An E BLY

Title: Kein Spass ohne Nanni und Nanni - Band 4

Author: Blyton, Enid,

Description: Köln : Schneiderbuch / Egmont, 2011. 184 p., hc. Hanni und Nanni ; Kein Spass ohne Hanni und Nanni - Band 4

Lexile Fountas & Pinnell Accelerated Reader Reading Counts!

Add to My Lists

Item 2: DVD

Call Number: DVD E HAN

Title: Hanni & Nanni [videorecording].

Author: Universal Pictures, 2011.

Description: 1 DVD (83min.) : Hanni & Nanni ; Film Nr.1

Lexile Fountas & Pinnell Accelerated Reader Reading Counts!

Add to My Lists

Bibliographic Call Number by Results per page 10 2 of 2

To reserve this book, click on the checkbox first. Then click on the “Reserve” button.

Catalog Catalog

Not secure | dsny.mlasolutions.com/m5/catalog/(S(1vwy5lcyffc1c2fmp2og0n1b))/Default.aspx?internal=1&installation=Default

Select Library Anywhere hanni und nanni

Reading Program

Enhanced Search Visual Search Search Results

Return to Search Results Print Expanded Labeled Share Item


Item Availability 1 Library

Selected Items 0

<input type="checkbox"/>	Location	Call Number	Barcode	Status	# of holds	Due Date
<input type="checkbox"/>	GSA	An E BLY	GER0024398	Available	0	

Click here first! →

Reserve

 An
E
BLY

1 of 1 available
★★★★★ 0

Author: Blyton, Enid, 1897 - 1968.
Title: Hanni und Nanni - Lindenhof in Gefahr.
Publisher: Köln : Schneiderbuch / Egmont, c 2007, 2015.
ISBN: 9783505137808
Pages: 183 p., hc : illustr. ; 22 cm.
Series: Hanni und Nanni ; Hanni und Nanni - Lindenhof in Gefahr - Band 23

A message will pop up telling you that you have successfully reserved a book.
That's it! You are done! Now you can search for more books! You are allowed 4 reservations.

Catalog Catalog

Not secure | dsny.mlasolutions.com/m5/catalog/(S(1vwy5lcyffc1c2fmp2og0n1b))/Default.aspx?internal=1&installation=Default

German International School New York Library Catalog

dsny.mlasolutions.com says
The requested item was successfully reserved.(GER0024398)

OK

Reset

Select Library Anywhere hanni und nanni

Reading Program

Enhanced Search Visual Search Search Results

Return to Search Results Print Expanded Labeled Share Item

Item Availability 1

Library

Selected Items 1

Location	Call Number	Barcode	Status	# of holds	Due Date
GSVA	An E BLY	GER0024398	On Hold	0	09/09/2020

Reserve

Waiting for dsny.mlasolutions.com...

Helpful Tips!

Sometimes there will be more than one copy of a book, but only one copy is available. Here's what to do if that happens. Click the orange title “Harry Potter und der Gefangene von Azkaban”

Catalog x +

Not secure | dsny.mlalolutions.com/m5/catalog/(S(st2fow4k3tpwlc5cpxmh3mi))/Default.aspx?internal=1&installation=Default

Harry Potter und der Feuerkelch.
Hamburg : Carlsen Verlag, 2000.
766 p.; hc ;

Lexile Fountas & Pinnell Accelerated Reader Reading Counts!

Add to My Lists

JOANNE K. ROWLING
Harry Potter
und der Gefangene von Askaban.

Rowling, Joanne K.
Harry Potter und der Gefangene von Askaban.
Hamburg : Carlsen Verlag, 1999.
447 p., hc.

Lexile Fountas & Pinnell Accelerated Reader Reading Counts!

Add to My Lists

1 of 2 available

This book has 2 copies, but only 1 is available.

JOANNE K. ROWLING
Harry Potter
und der Halbblutprinz.

Rowling, Joanne K.,
Harry Potter und der Halbblutprinz.
Hamburg : Carlsen, c2005.
655 p., hc ;

If you look at “Status” you will see one is listed as “available,” and the other is “on loan” (that means someone has borrowed this book). Look for the title that is “available,” click the checkmark and then the “Reserve” button.

The screenshot shows a library catalog interface. At the top, there's a search bar with the text "Harry Potter und". Below the search bar, there are buttons for "Enhanced Search", "Visual Search", and "Search Results".

Below the search bar, there are buttons for "Return to Search Results", "Print", "Expanded Labeled", and "Share Item".

Below the buttons, there's a section titled "Item Availability" with a count of 2. Below this, there's a section titled "Library".

Below the "Library" section, there's a table with the following columns: Location, Call Number, Barcode, Status, # of holds, and Due Date.

Location	Call Number	Barcode	Status	# of holds	Due Date
GSVA	E ROW	GER0019584	Available	0	
GSVA	E ROW	GER0020281	On Loan	0	09/01/2020

Below the table, there's a red button labeled "Reserve".

Below the "Reserve" button, there's a section for the book "Harry Potter und die Gefährten von Hogwarts" by Joanne K. Rowling. It shows the book cover, the author's name, and a status "1 of 2 available".

Annotations: An orange box with the text "Click here first!" and an arrow points to the "Available" status in the table. A red box highlights the "On Loan" status. A red circle highlights the "Reserve" button.

Sometimes the book you want to request will not be available. You may still reserve this title, but we can't check it out to you until it has been returned by the person who currently has it.

Good to know: there may also be a long list of student reservations for popular books, like Mein Lotta Leben or Dog Man, meaning it could take long time to get this book. But you may still reserve it.

The screenshot shows the German International School New York Library Catalog interface. The search bar contains the text "Hanni und Nanni". Below the search bar, there are tabs for "Enhanced Search", "Visual Search", and "Search Results". The search results show 13 results. A red box highlights a book that is not available, with a red arrow pointing to the "0 of 1 available" status.

German International School New York
Library Catalog

Select Library: Anywhere
Reading Program:
Enhanced Search Visual Search Search Results

Save page in My
Share Search
Print
13 results

Refine Search
☐ Show only available items

library
Library 13
Format
Book 12
Video Recording 1

Bibliographic
Call Number by Prefix
Results per page 10
1 of 2

An
E
BLY

Blyton, Enid,
Hanni und Nanni - Lindenhof in Gefahr.
Köln : Schneiderbuch / Egmont, c 2007, 2015.
183 p. , hc. :
Hanni und Nanni ; Hanni und Nanni - Lindenhof in Gefahr - Band 23

0 of 1 available

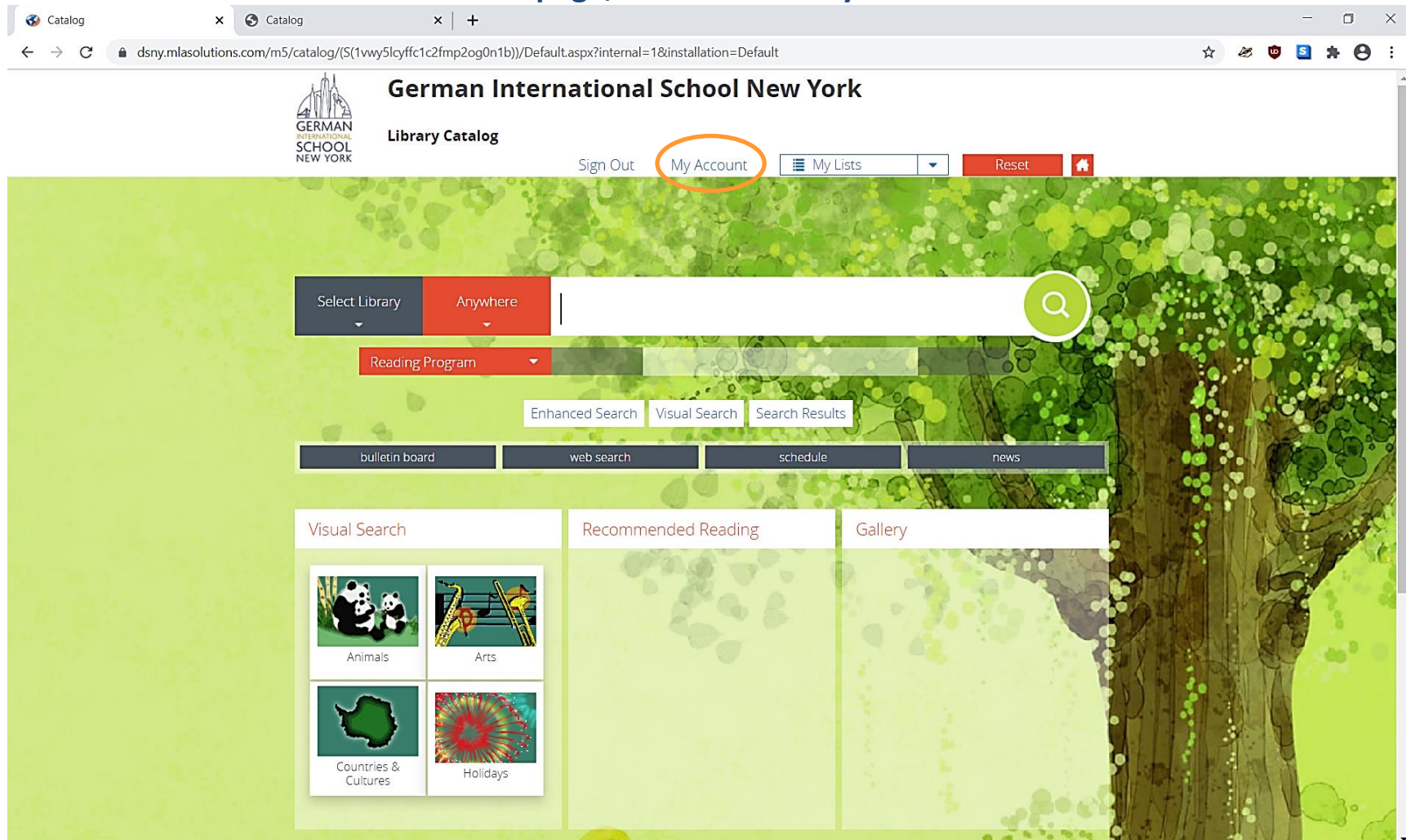
This book is not available

GISNY Library's Guide To

Cancelling Reservations through the Catalog
Website

Sometimes you may change your mind and will want to cancel a reservation you have made. It's easy to do so!


From the homepage, click on the “My Account” button



Scroll down to see all the books you have reserved

Catalog

dsny.mlasolutions.com/m5/catalog/(S(st2fow4k3tpwlc5cpxmh3mi))/Default.aspx?internal=1&installation=Default

 **German International School New York**
Library Catalog

Sign Out My Account My Lists Reset

Select Library Anywhere Harry Potter und

Reading Program

Enhanced Search Visual Search Search Results

My Account Print

My information Change Login/Password

Welcome Back Rachael!

Name: Rachael C.
Grade:
Homeroom:
Teacher:
Email: email

Loans	Holds	Reserves	Overdues	Fines
0	2	0	0	0

Scroll down!

Click on the “Cancel” button next to the book reservation you would like to cancel. Repeat this for as many reservations as you would like to cancel

Catalog

dsny.mlasolutions.com/m5/catalog/(S(st2fow4k3tpwlc5cpxmh3mi))/Default.aspx?internal=1&installation=Default

Enhanced Search Visual Search Search Results

My Account

Print

My information

Change Login/Password

Welcome Back Rachael!

Name: Rachael C.
Grade:
Homeroom:
Teacher:
Email: email

Loans	Holds	Reserves	Overdues	Fines
0	2	0	0	0

Current Transactions

Author	Title	Call Number	Type	Due Date	
Rowling, Joanne K.	Harry Potter und der Gefangene von Askaban.	E ROW	Hold	09/09/2020	Cancel
Blyton, Enid,	Hanni und Nanni - Lindenhof in Gefahr.	An E BLY	Hold	09/09/2020	Cancel

Click here!

UK FR ES DE IT TW CN

Contact Your Librarian

A message will pop up telling you the reservation was successfully cancelled.
That's it! You're done!

dsny.mlasolutions.com/m5/catalog/(S(41vguf1u0mij5dzbkdpag04c))/Default.aspx?internal=1&installation=Default

German International School New York Library Catalog

dsny.mlasolutions.com says
The requested reserve/hold was successfully cancelled.

OK

Reset

Select Library Anywhere hannu und nanni

Reading Program

Enhanced Search Visual Search Search Results

My Account

Print

My information

Change Login/Password

Welcome Back Rachael!

Name: Rachael C.
Grade:
Homeroom:
Teacher:
Email: email

Loans	Holds	Reserves	Overdues	Fines
0	0	0	0	0

Waiting for dsny.mlasolutions.com...