Logging on, Basic Searching and submit request
To access type - duenorth.nnyln.org
Logging in to DueNorth

Type in your library’s **Username** and password

Click **Log In**
The library information will display and the simple search field.
When searching, wait for the Icon to stop rotating
You are searching all the NNYLN members bibliographic database.
Icons reflect the different formats:

<table>
<thead>
<tr>
<th>Format</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audiobook on CD</td>
<td>A young girl is killed in crossfire after a routine arrest goes terribly wrong, and Lt. Lindsay Boxer has to defend herself against a police...</td>
</tr>
<tr>
<td>Books</td>
<td>After losing one of its own, Lindsay Boxer and the Women’s Murder Club make a courageous return for their fourth and most chilling case...</td>
</tr>
<tr>
<td>Large print books</td>
<td>San Francisco police lieutenant Lindsay Boxer, the subject of a police brutality trial after a shoot-out involving two teens, retreats into the Moon Basin...</td>
</tr>
<tr>
<td>Audio cassette</td>
<td>4th of July by Patterson, James 2005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Year</th>
</tr>
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<tr>
<td>4th of July</td>
<td>Patterson, James</td>
<td>2005</td>
</tr>
</tbody>
</table>
Search limits (Facets)

Click on a search limit (facet) to narrow down the list.

- Format
- Source
- Subject
- Author
To add all search limits back to the list, click **ALL**
DueNorth shows real-time status under “Local Availability”. To connect to the item through the libraries catalog, click on the “Source”.
To submit request, click on the REQUEST button

Items with a date are checked out. Items with a “dash” or “available” can be requested.
In the **NOTE** field enter the patron’s name and phone # or card number.

Select a Library and click the Submit Button
Your Request has been sent

Title: Into the Firestorm
Author: Martin, Kat
Publication Date: 2017

A copy of this request has also been emailed to the requester ILL Librarian at watlib@ncls.org.

Would you like to do another request?
Advanced Search

There is an “Advanced Search” available on the “Simple Search” window and when viewing a hitlist.
Items that are currently checked out. How can I keep the information for requesting later?

Copy and paste the title information in a WORD document. Filename: request to be submitted when item returns.

Save it on the Desktop for easy access.