Frequently Asked Questions - Searching the Catalog

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How do I suggest that PGCMLS buy something which is not currently owned?

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Use the Recommend A Purchase form found on the Contact Us page.

Please check the Library's catalog before you suggest that we purchase an item.

It is not necessary to suggest bestselling titles or authors.

For specialized, technical, or out of print titles, consider using Interlibrary Loan, a cooperative borrowing agreement among libraries.

If you need help using this service then please contact your local branch.

Due to high volume, we are unable to respond individually to each suggestion. Items selected for purchase usually appear in the catalog within four weeks.

If PGCMLS does not have an item I need, what do I do next?

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The Marina system is free of charge and allows you to find and borrow materials from cooperating libraries throughout Maryland.

Materials from out-of-state libraries may be available for a fee. Please see your branch staff about arranging to borrow these materials.

How do I request materials available at branches other than my local branch?

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You can either place a hold on an item that is available at another branch and have it delivered to the branch that is most convenient to you, or you can ask one of the information professionals at your library to reserve the item for you or have them ask the owning branch to hold the material for you so you can go to that branch and check out the material there. Likewise, you can call the branch to check on availability.

What do the prefixes in the call numbers mean?

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Call Number Prefixes	Materials
BIOGRAPHY	
BIO	Adult Biography
J BIO	Juvenile Biography
Y BIO	Young Adult Biography
RECORDED BOOK	
RB	Adult Book on Cassette
J RB	Juvenile Book on Cassette
Y RB	Young Adult Book on Cassette
BOOK WITH CASSETTE	
J BC	Juvenile Book with Cassette

E BC	Easy Book with Cassette
BOOK WITH CD	
RB/CD	Compact Disc, Book
JRB/CD	Juvenile Compact Disc, Book
COMPACT DISC	
CD	Adult Compact Disc
JCD+dewey number	Juvenile Compact Disc
CS	Computer Disc
DVD	
DVD	Digital Video Disk
DVD+dewey number	Educational DVD
JDVD	Juvenile Digital Video Disk
CHILDRENS	
E	Easy
EFB	Easy First Book
J FIC	Juvenile Fiction
J	Juvenile
ADULT	
FIC	Adult Fiction
MYS	Mystery
SF	Science Fiction
WES	Western
FOREIGN LANGUAGE	
Korean, etc	Foreign Language Collection

How do I get help to search the catalog?
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For help on any page, click the Help button on the left of your screen. Review the Lists of Other Help Topics for additional help.

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