How to Use the Library Online Catalog: Request a Book by Author
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NOTES:
• Only AAO members with US and Canadian mailing addresses can check out items from the AAO Library.
• Problem using the library’s online catalog? Contact the AAO Library staff at 800.424.2841 X542 or library@aaortho.org

1. Go to http://cybertoolsforlibraries.com/cgi-bin/CyberHTML?AAOSMHO
2. Click on Sign In button next to the word Guest (see red arrow below). NOTE: You must have established an account to request a book. If you do not have an account, you will need to create one - How to Use the Library Online Catalog: Create an Account and Sign In to Your Account

3. Type in your email address on file with the AAO and your AAO member number (or the password that you created) and click Ok. (see red arrow below)

Sign In
Do you have an account? Enter your email and your AAO Member Number (or the password you created) and click Ok.
No account? Enter your email and click Create an account for the above email address.

Email Address on File with the AAO:

AAO Member Number or Password:

Session ends in:

1 minute
5 minutes
15 minutes

Ok Cancel Change password... Send a password to the above e-mail address
Create an account for the above e-mail address

Contact the library
4. To find a book by author’s name, type the author’s last name in the box next to Search for. Then, in the drop-down menu next to Search by, choose Author (see red arrow below). Click on Search Now (see green arrow below).

5. Select the options for your search (see red arrows below), then click on Holdings (see green arrow below).

6. Click on the title of the book you want to request.
7. Once the record for the item you want to request appears on the screen, look at Status (lower right corner of the record) to see if the book is on the shelf (see red arrow below). To request the book, click on the word “available”.

8. The available link will change to an on-hold link with your name (see red arrow below). To return to the landing page of the catalog click on Search Again (see green arrow below).
9. On the catalog landing page if you click on **Holds** (see red arrow below) you can review the items you have on hold.

10. Once you have placed a hold on an item, you will receive a confirmation email like the one below. Next, the AAO Library staff will contact you via email to confirm your shipping address (via UPS).

11. If you experience problems placing a hold on an item in the library’s online catalog, contact the AAO Library staff at 800.424.2841 X 542 or library@aaortho.org