

## How to Suggest a Purchase to Your Library

1. Log into your Bibliocommons account
2. Click on your name in the upper righthand corner and select "My Library Dashboard" from the menu that appears
3. To suggest a purchase, select "+ Submit a Suggestion" from the lefthand menu
4. Fill out the required information - Title, Author (or director/performer), Year and then click the "Next" button
5. On the next page, fill out the information you know
  - a. Pick the format you're requesting the library to purchase
  - b. ISBN if you know it
  - c. Publisher if you know it
  - d. Audience - This is the age group the item is for
  - e. Language
  - f. There is also a space for notes you would like to leave regarding your request
  - g. After filling in all information, click the "Next" button
6. On the next page, go over your request and click the "Submit" button to send your request to the library