Follow these instructions to order books from our website.

 Enter this URL in your browser's search bar: https://klas.nmstatelibrary.org/

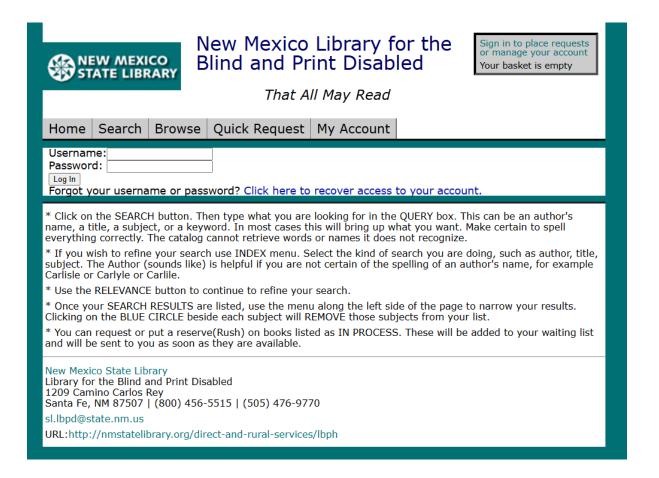
You should get to a screen that looks like this:

NEW MEXICO STATE LIBRARY	New Mexico Blind and Pr	Library for the int Disabled	Sign in to place requests or manage your account Your basket is empty
	That A	ll May Read	
Home Search Brow	se Quick Request	My Account	
Quick Search Query: Search  Welcome to the New Me Please log in to your accounthe library at (800)456-55	int to request books. If		_
* Click on the SEARCH buttor name, a title, a subject, or a everything correctly. The cata	keyword. In most cases tl	nis will bring up what you wai	nt. Make certain to spell
* If you wish to refine your se	earch use INDEX menu. S	elect the kind of search you a	are doing, such as author, title, n author's name, for example
* Use the RELEVANCE button	to continue to refine your	search.	
* Once your SEARCH RESULT Clicking on the BLUE CIRCLE	S are listed, use the men beside each subject will R	along the left side of the pa EMOVE those subjects from y	ge to narrow your results. your list.
* You can request or put a reand will be sent to you as soo	serve(Rush) on books liston as they are available.	ed as IN PROCESS. These wil	l be added to your waiting list
New Mexico State Library Library for the Blind and Print 1209 Camino Carlos Rey	t Disabled		
Santa Fe, NM 8/50/   (800) 4	456-5515   (505) 476-97	70	

2. **Sign in** to the website by clicking on the "Sign in to place requests or manage your account" link on the **top right of the screen.** 



You will get a screen that looks like this:

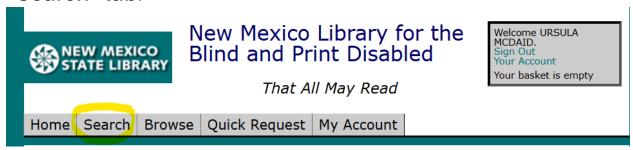


**If you know** your username and password, enter them in the boxes and then press the "Log In" button.

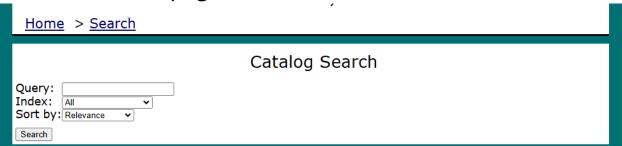
**If you do not know** your username or password, please call us at (505) 476-9770.

3. Once you have logged in, you can **search** several different ways.

**If you KNOW** the book title or author, you can use the "Search" tab.



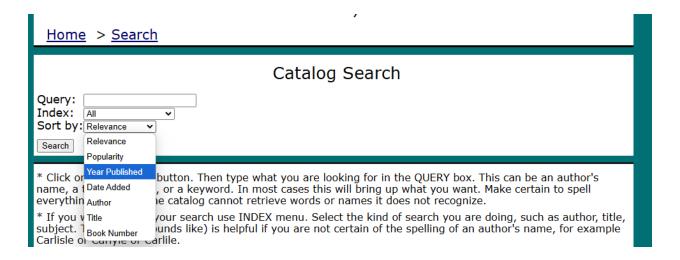
This is what that page will look like:



You can **enter the book title or author name** in the first box labeled "Query." Then press the "Search" Button



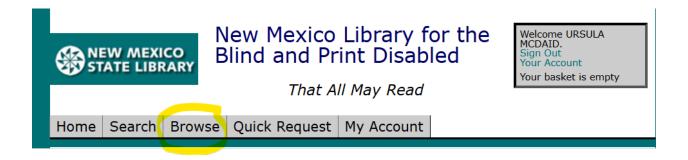
If you want to see the **newest books** by an author, you can "Sort by" Year Published. Then press the "Search" button.



Once you press the "Search" button, you will see this page with your **search results**:



If you do NOT know the book title or author, and want to see what's available, you can use the "Browse" tab.



You will see a page that looks like this:



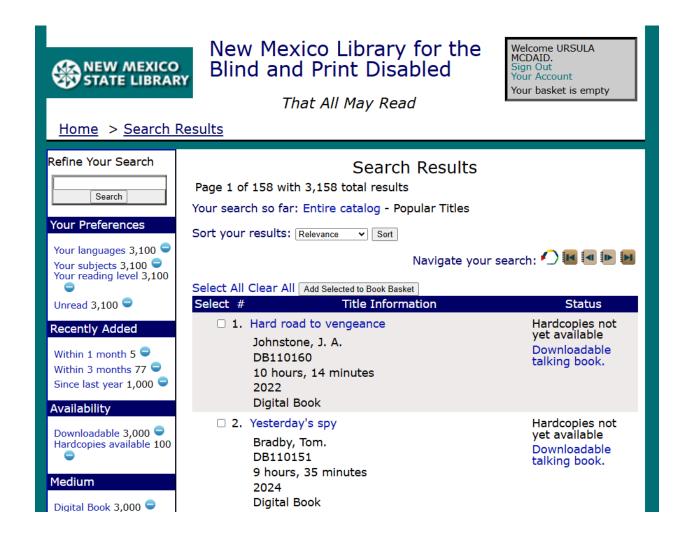
- Talking Book Topics will show you the newest books in the National Library Service (NLS)'s collection.
- **Recent Titles** will show you the most recently added books to our collection.
- **Popular Titles** will show you the most popular titles for the past month.

Click the <u>blue link</u> below the titles to go to the next page.

### NM State Library for the Blind & Print Disabled

Toll-free:1(800) 456-5515 | Local: (505) 476-9770 | E-mail: sl.lbpd@dca.nm.gov Hours: Monday – Friday 9:00 AM- 4:00 PM.

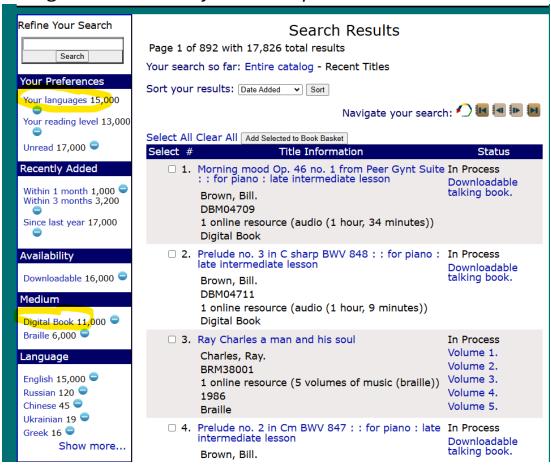
## Here is an example of the "Popular Titles" page:



4. On the lefthand side of the page, you will see a column with settings where you can **refine your search results** 

- a. Some helpful examples:
  - i. "Your Preferences" → "Your languages" will only show you books in your preferred language.
  - ii. "Medium" → "Digital Book" will only show you audiobooks, and will take out Braille titles.
     And vice versa.
  - iii. If you would like to search a certain genre, you may choose from the lefthand "Subjects"

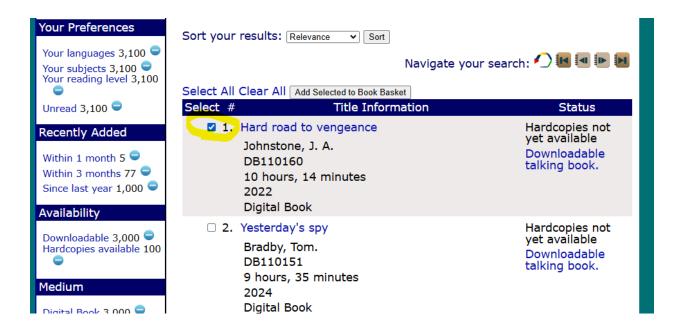
You can ignore where it says "Hardcopies available/not available".



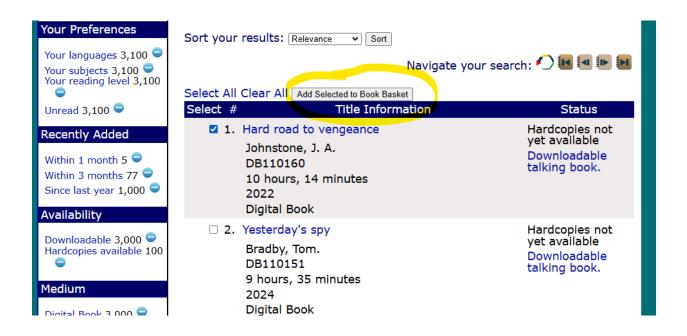
#### NM State Library for the Blind & Print Disabled

5. Once you have **found a book** you would like to check out, **select the checkbox** on the lefthand side next to the title.

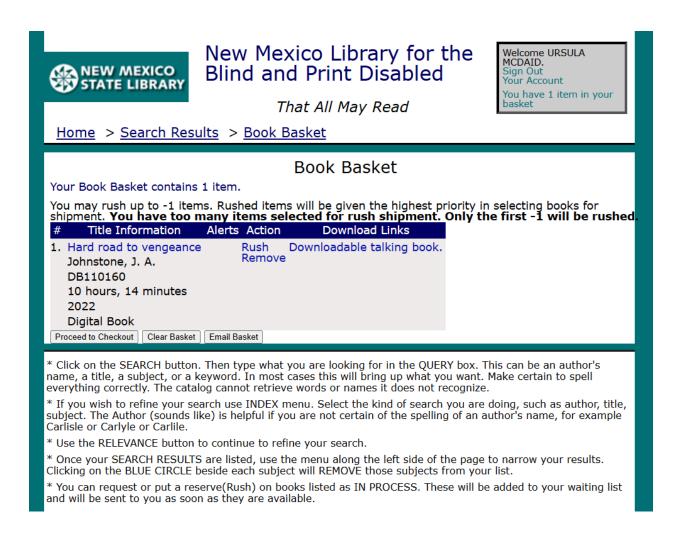
You can do this one at a time, or select multiple books on the same page.



6. Once you have **one or more books selected**, press the button **"Add Selected to Book Basket"** located at the top of the search table.

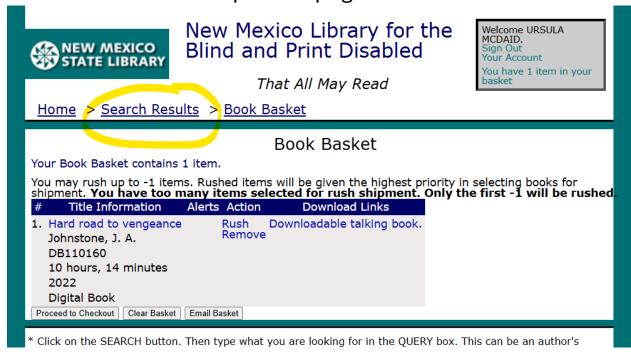


7. You will be sent to a screen that looks like this, titled "Book Basket":



If you are finished selecting books, proceed to the next step (8).

If you want to select more books, you can go back to your Search Results by clicking on the "Search Results" link at the top of the page:



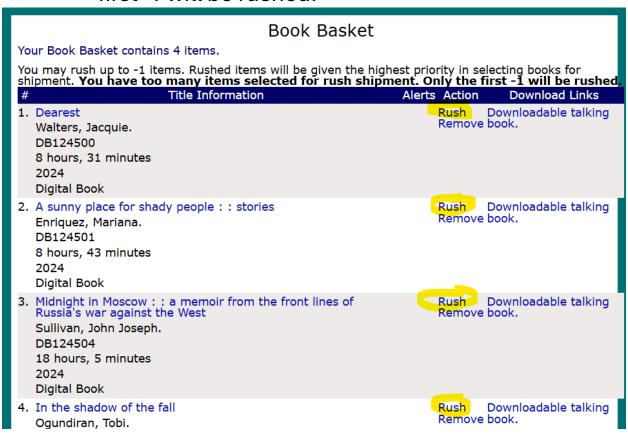
**Repeat** steps 3-6 until you have all the books you would like to check out.

**PLEASE NOTE:** Your Book Basket WILL NOT SAVE if you close the internet window, or leave it and come back.

## 8. When you are ready to check out, you can:

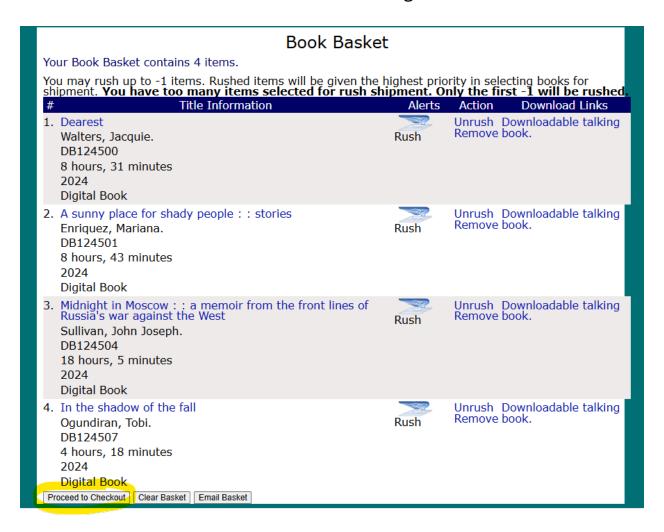
- a. **Call our office** via telephone at (505) 476-9770. We will ask you for the titles of the books and create an order.
- b. Reserve the books yourself using the "Rush" function.

From your Book Basket, click "Rush" on each item. **Ignore** the error message that says "You have too many items selected for rush shipment. Only the first -1 will be rushed."

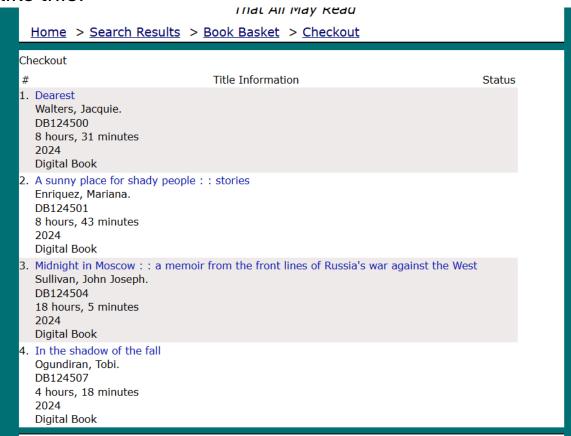


Then you **must** select the "Proceed to Checkout" button.

### NM State Library for the Blind & Print Disabled



Once the titles have been checked out, your screen will look like this:



c. You can also email us your selections. To do this, click the "Email Basket" button.



### You will then see a screen like this:

macrim may need			
Home > Search Results > Book Basket > Email Basket			
Email Basket			
Send Email TO:			
Email address to send list to			
From: Your Name			
EmailSubject			
Subject line of email			
Additional Notes			
Add any additional notes about this list.			
# Title Information			
1. Hard road to vengeance			
Johnstone, J. A.			
DB110160			
10 hours, 14 minutes			
2022			
Digital Book			
Email Basket			

In the first box, where it says "Send Email TO:", you can enter our email address which is sl.lbpd@dca.nm.gov

**If you forget**, the email address can also be found at the **bottom** of the Email Basket webpage.

That's it! You have successfully ordered new books.

If you have any **questions** or need any **assistance**, please call our office via telephone at **(505) 476-9770.** 

# **Text-Only Instructions**

Follow these instructions to order books from our website.

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- 2. **Sign in** to the website by clicking on the "Sign in to place requests or manage your account" link on the **top right of the screen.**

**If you know** your username and password, enter them in the boxes and then press the "Log In" button.

**If you do not know** your username or password, please call us at (505) 476-9770.

3. Once you have logged in, you can **search** several different ways.

**If you KNOW** the book title or author, you can use the "Search" tab.

You can **enter the book title or author name** in the first box labeled "Query." Then press the "Search" Button

If you want to see the **newest books** by an author, you can "Sort by" Year Published. Then press the "Search" button.

Once you press the "Search" button, you will see a page with your **search results**.

If you do NOT know the book title or author, and want to see what's available, you can use the "Browse" tab.

- Talking Book Topics will show you the newest books in the National Library Service (NLS)'s collection.
- Recent Titles will show you the most recently added books to our collection.
- Popular Titles will show you the most popular titles for the past month.

Click the <u>blue link</u> below the titles to go to the next page.

- 4. On the lefthand side of the page, you will see a column with settings where you can **refine your search results** 
  - i. Some helpful examples:
    - "Your Preferences" → "Your languages" will only show you books in your preferred language.

available/not available".

5. Once you have **found a book** you would like to check out, **select the checkbox** on the lefthand side next to the title.

You can do this one at a time, or select multiple books on the same page.

- 6. Once you have **one or more books selected**, press the button **"Add Selected to Book Basket"** located at the top of the search table.
- 7. You will be sent to a screen titled "Book Basket".

**If you are finished** selecting books, proceed to the next step (8).

**If you want to select more books**, you can go **back** to your Search Results by clicking on the **"Search Results"** link at the top of the page:

**Repeat** steps 3-6 until you have all the books you would like to check out.

**PLEASE NOTE:** Your Book Basket WILL NOT SAVE if you close the internet window, or leave it and come back.

- 8. When you are ready to check out, you can:
  - a. **Call our office** via telephone at (505) 476-9770. We will ask you for the titles of the books and create an order.
  - b. Reserve the books yourself using the "Rush" function.

From your Book Basket, click "Rush" on each item. **Ignore** the error message that says "You have too many items selected for rush shipment. Only the first -1 will be rushed."

Then you **must** select the "Proceed to Checkout" button.

c. You can also email us your selections. To do this, click the "Email Basket" button.

In the first box, where it says "Send Email TO:", you can enter our email address which is sl.lbpd@dca.nm.gov

**If you forget**, the email address can also be found at the **bottom** of the Email Basket webpage.

That's it! You have successfully ordered new books.

If you have any **questions** or need any **assistance**, please call our office via telephone at **(505) 476-9770.**