

How to make a purchase suggestion

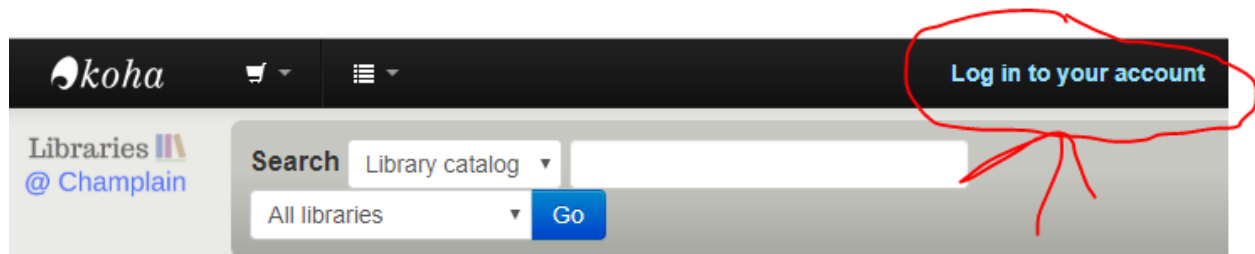
1)

You need to access the library catalog first.

<https://crc.koha.collecto.ca/>

2)

On the top right corner, click on “Log in to your account”



3)

Log in following the instructions

Log in to your account

Login:

Password:

Login:

Students use their **Student ID number** (ex. 1839999).

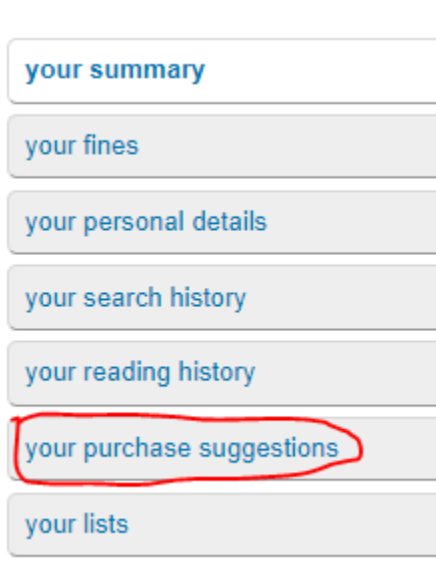
Faculty & Staff use the **first 5 letters of your last name + the first 2 letters of your first name**, 7 letters (ex. PENNYLO for Louise Penny)

Password:

Your **4-digit password** is the last digit of your birth year, the last digit of your birth month, and two digits for the day [YMDD]. For example: if you were born on December 9, 2001, your password would be 1209.

4)

On the bottom left, chose the “your purchase suggestions” tab



5)

Click on New purchase suggestion

Your purchase suggestions

Search for:

New purchase suggestion

[Select all](#) | [Clear all](#) | Select suggestions to: [x Delete](#)

	Summary [▲]	Suggested on [◆]	Note
<input type="checkbox"/>	The adventures of Alexander von Humboldt Andrea Wulf, - 2019, - Pantheon	02/05/2019	Requested for Gabriele Messinger
<input type="checkbox"/>	Arabs: A 3,000-Year History of Peoples, Tribes and Empires Tim Mackintosh-Smith, - 2019, - Yale University Press (April 30, 2019) - Book	18/03/2019	Requested by Daniel Perreault .
<input type="checkbox"/>	Barracoon: The Story of the Last "Black Cargo" Zora Neale Hurston Alice Walker Deborah G Plant , - 2019,	27/05/2019	Requested by Jacinthe RUel
<input type="checkbox"/>	Cottagers and Indians Drew Hayden Taylor,	11/04/2019	Teresa Connolly
<input type="checkbox"/>	Die Abenteuer des Alexander von Humboldt Andrea Wulf,	02/05/2019	Requested by Gabriele Messinger

6)

Fill out the form with as much information as you can and press, "Submit"

Enter a new purchase suggestion

Please fill out this form to make a purchase suggestion. You will receive an email when the library processes your suggestion.

Only certain fields (marked in red) are required, but the more information you enter the easier it will be for the librarians to find the t

Title:

Author:

Copyright date:

Standard number
(ISBN, ISSN or
other):

Publisher:

Collection title:

Publication place:

Quantity:

Item type:

Notes:

[Cancel](#)

Congratulations and thank you!