

SUGGEST A PURCHASE

1. Log into your library account [HERE](#)
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 “Next”
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

**MUSKEGON AREA
DISTRICT LIBRARY**

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