

To Use Baker & Taylor Ordering System:

- Go to **<http://publiclibrary.btol.com>**
- Enter your user ID and your password
- Click “**cart/list**” tab (on green bar)
- Name the cart (example: 1-12-15 MPL Adult)
- Make sure that “**non-grid cart**” radio button is green
- Hit “**create cart**” at bottom of panel
- Select radio button for cart you created
- Click on the correct cart name for the one you just created
- Click on “**search**” on green bar
- Add ISBN’s or titles on gray bar
- Make sure the title that appears is the one you want (LTP, hardback, etc.)
- Make any notations on the note line you need. Definitely include library name and quantity (request, bestseller, call # are optional)
- Enter the correct quantity you want. **IMPORTANT:** hit “**add**” box to the right of quantity box
- If the duplicate screen appears, check to see if duplicate is actually yours or another library’s. If the duplicate is yours, you can cancel the title at the top of the duplicate screen. Otherwise, click on “**update**”
- Title now successfully added. Total quantities, prices and discounts now appear in yellow band on upper screen
- When done with the cart, hit “**cart**” tab if you wish to check your order
- Select the cart name you wish to transfer (hit radio button)
- Pull down the “**select function**” tab. Choose “**transfer**”
- Click “**go**”
- Highlight the correct name of your destination (example: NCKL ORDERING)
- Hit “**add**” button below the list
- The selected name will appear in the transfer box
- Hit “**transfer**” button
- When “**Are you sure you want...?**” appears, hit OK
- Leave cart on “**active**” screen until the transfer has been verified
- Once verified, you can transfer cart from active to pending status by hitting the radio button beside the cart, clicking on the cart name, and then hitting “change status” on the “**select function**” tab