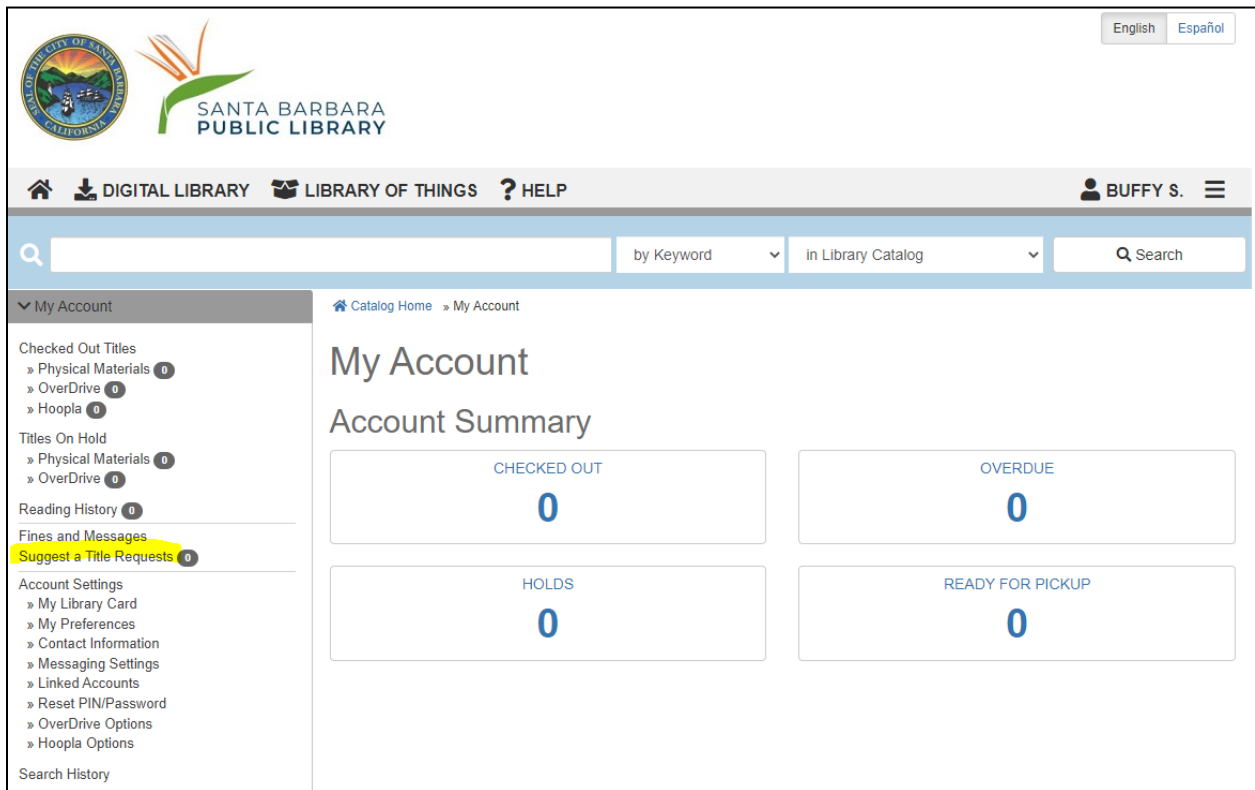


Suggest a Title

Are you looking for an item that is not available in our catalog? Suggest we purchase it by using the “Suggest a Title” feature in Aspen. Navigate to the Aspen catalog, available on the library website: <https://catalog.sbplibrary.org/>



The screenshot shows the Santa Barbara Public Library website. At the top, there are logos for the City of Santa Barbara and the library, along with language options for English and Español. A navigation bar includes links for Digital Library, Library of Things, and Help, along with a user profile for 'BUFFY S.'. A search bar is present with filters for 'by Keyword' and 'in Library Catalog'. The main content area is titled 'My Account' and 'Account Summary', featuring four summary boxes: 'CHECKED OUT 0', 'OVERDUE 0', 'HOLDS 0', and 'READY FOR PICKUP 0'. A left-hand navigation menu lists various account options, with 'Suggest a Title Requests' highlighted in yellow.

After signing into Aspen, select “Suggest a Title Requests” on the left menu.



The screenshot shows the Santa Barbara Public Library website. At the top left is the library's logo, and at the top right are language options for English and Español. Below the logo is a navigation bar with links for Digital Library, Library of Things, and Help. A user profile for 'BUFFY S.' is visible in the top right. A search bar is located below the navigation bar. The main content area is titled 'Suggest a Title Requests' and includes a message: 'You have used 0 of your 240 yearly requests. We also limit patrons to 20 active requests at a time. You currently have 0 active requests.' Below this message are filter options, with 'Open requests' selected. A yellow message box states 'There are no requests that meet your criteria.' At the bottom of the main content area is a blue button labeled 'Submit a New Request'. A sidebar on the left contains various account and library-related links.

Select the blue “Submit a New Request” button. If you have previous purchase suggestions, they will also show up here.

Each patron is limited to 20 active requests at one time, and 240 requests per calendar year.



[DIGITAL LIBRARY](#)
[LIBRARY OF THINGS](#)
[? HELP](#)

[BUFFY S.](#)

by Keyword
in Library Catalog

 Search

[My Account](#)

[Catalog Home](#) » [My Account](#) » [New Materials Request](#)

Suggest a Title

If you cannot find a title in our catalog, you can request the title via this form. Please enter as much information as possible so we can find the exact title you are looking for. For example, if you are looking for a specific season of a TV show, please include that information.

Material Information

Format Required

Season

Title Information

Title Required

Actor / Director

Supplemental Details (optional)

Age Level

Type

Publisher

Publication Year

How and/or where did you

Make sure to fill out the form as completely as possible so library staff can find the exact title you are recommending for purchase. For example, if you are requesting a specific season of a TV series, make sure to include the relevant information.

Click the blue “submit materials request” button to submit your suggestion. Library staff will review your suggestion and you can see the status of your request in “Suggest a Title Requests” while logged into your account.

Submit Materials Request

