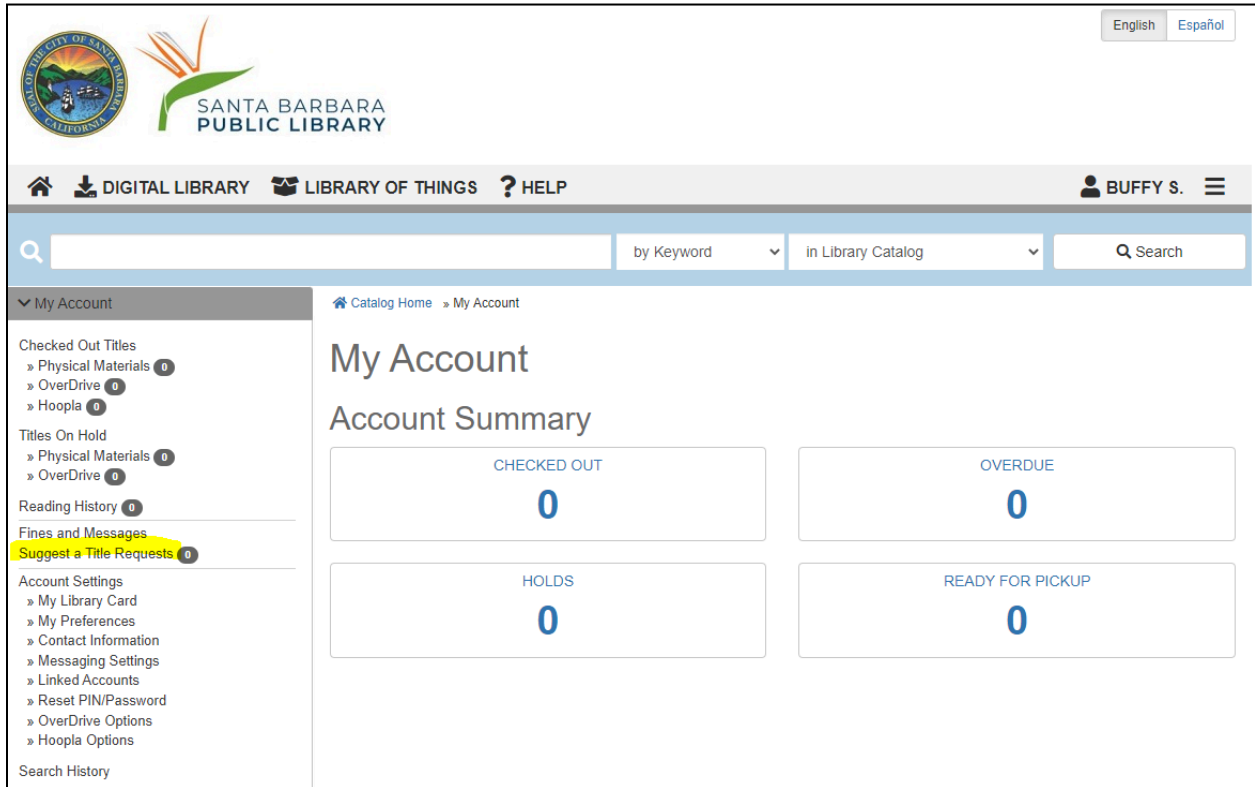


Suggest a Title

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 left is the library logo and name. A navigation bar includes links for Digital Library, Library of Things, and Help. A search bar is present with dropdown menus for search criteria. The main content area is titled 'My Account' and shows an 'Account Summary' with four statistics: 'CHECKED OUT' (0), 'OVERDUE' (0), 'HOLDS' (0), and 'READY FOR PICKUP' (0). A left sidebar 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 'Suggest a Title Requests' page on the Santa Barbara Public Library website. At the top, there is a navigation bar with 'DIGITAL LIBRARY', 'LIBRARY OF THINGS', and 'HELP' links, along with a user profile for 'BUFFY S.'. Below this is a search bar with a dropdown menu set to 'by Keyword' and 'in Library Catalog'. The left sidebar contains a 'My Account' section with links to 'Checked Out Titles', 'Titles On Hold', 'Reading History', 'Fines and Messages', 'Suggest a Title Requests', 'Account Settings', and 'Search History'. The main content area features the heading 'Suggest a Title Requests' and a blue box stating: '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 is a 'Filters' section with a 'Show' dropdown set to 'Open requests' and an 'Update Filters' button. A yellow box below the filters states: 'There are no requests that meet your criteria.' At the bottom of the main content area is a blue 'Submit a New Request' button.

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 25 active requests at one time, and 25 requests per rolling year. Old requests will automatically clear off of your account 1 year after they were placed.



[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

