

## USING THE LIBANSWERS ORDER DESK QUEUE

### **LIBRARY COLLECTION ORDERS**

1. All orders are to be sent using [this form](#) or by email to [orders@nlls.ab.ca](mailto:orders@nlls.ab.ca)
2. Such orders may contain any item(s) that will be added to the TRAC catalogue for circulation to TRAC patrons (this includes but is not limited to printed books, audio cds, videogames, DVDs\blu-rays, etc.)
3. There are no minimums or maximums when it comes to the number of items that can be submitted at one time.
4. Orders are placed within five (5) days of confirmation of receipt of the order. At that time, the on-order item records will be in Polaris and ready for patron holds.