

## **Borrowing Foreign-Language Titles from Other Libraries**

To order a title in a language that uses a non-Latin script (such as Chinese, Korean, Russian), you need to use a specific “Latin script” form of the title. For example:

Title in Chinese Script: 最可口的家常主食

Title in Latin Script: Zui ke kou de jia chang zhu shi

**Step One** – Search for the title you want using Vancouver Public Library’s catalogue ([vpl.bibliocommons.com](http://vpl.bibliocommons.com)) You can search using Chinese script (other scripts may not be supported).

**Step Two** – Highlight and copy the Latin script form of the title (it is next to the Chinese title).

**Step Three** – Go to [crestonlibrary.com](http://crestonlibrary.com) and select “Books From Other Libraries” under “Find It” in the main menu, then click on “Outlook Online”.

**Step Four** – Paste the Latin script form of the title into the search bar.

**Step Five** – Click on the item that you want from the search results.

**Step Six** – Click on “Request This Item” on the top right corner of the pop up window.

**Step Seven** – Enter your name, a password (you can write anything here), and your phone number or email address into the form.

**Step Eight** – Click on “Submit” at the top.

**We will contact you when the item is available for pick up at Creston Valley Public Library. Note that some items may not be available for borrowing, and that it can take up to 6 weeks for items to arrive.**

**If you need assistance, call us at (250) 428-4141 or come into the library during open hours.**