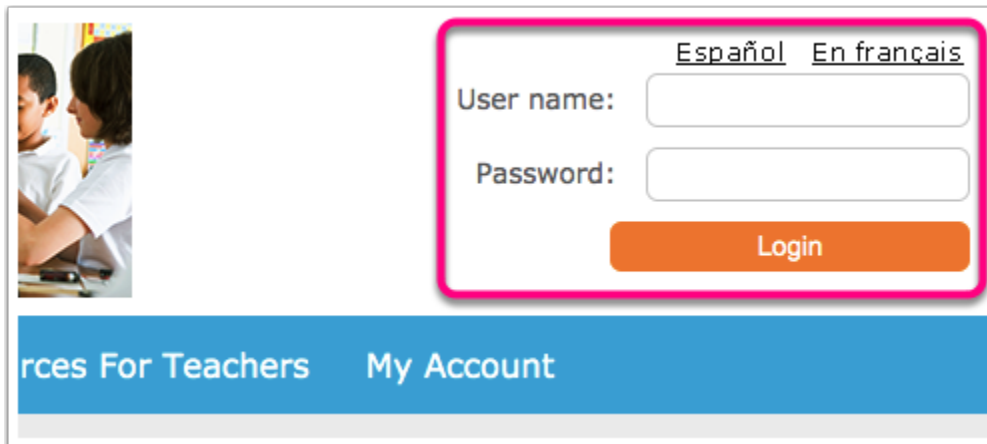


How to Request Library Books

Follow the steps below to request books from the QES Library. To get started, you just need your CBE username and password.

Step 1

Visit the CBE's eLibrary at <https://ims.cbe.ab.ca/> and login with your CBE username and password.



[Español](#) [En français](#)

User name:

Password:

Login

[Resources For Teachers](#) [My Account](#)

How to Request Library Books

Step 2

First, select **"Queen Elizabeth School"** from the list of libraries.

Second, type in the title or subject of the book you're looking for in the **"Quick Search"** field, and then click on the **"Search"** button.



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eLibrary

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Permanent Lists

Logout

Quick Search

dinosaur

words or phrase

Search

library: Queen Elizabeth School

Power Search

How to Request Library Books

Step 3

You should now see a list containing books that are available (see #1) and books that are *not* available (#2) at QES. Click on the box that says "**Keep**" (#3) next to the book you would like to request or click on it again if you don't want the book.

If the book is available, you will receive it the next day at school. If the book is *not* available, you will be added to a waiting list for that book.

The screenshot shows a library book request interface with two book entries. Entry 9, 'Dinosaurs' by Arlon, Penelope, is currently unavailable, with a callout '2' pointing to the status message 'No copies currently available. (Estimated wait is 54 days)'. Entry 10, 'Bailey at the museum' by Bliss, Harry, is available, with a callout '1' pointing to the status message '2 copies available at Queen Elizabeth School'. Both entries have a 'My List' section. For entry 9, the 'Keep' checkbox is highlighted with a callout '3'. For entry 10, the 'Remove' checkbox is checked and highlighted with a callout '3'. Arrows point from the callout '3' to the respective checkboxes. Book covers are shown for both entries.

9. ☐ My List
☐ Keep

Dinosaurs
Arlon, Penelope.
Call No: **567.9 ARL 2012**
2012
No copies currently available. (Estimated wait is 54 days)

10. ☐ My List
☒ Remove

Bailey at the museum
Bliss, Harry, 1964-
Call No: **E BLI**
2012
2 copies available at Queen Elizabeth School

How to Request Library Books

Step 4

When you are done choosing books, just scroll back to the top of the page and click on the button that says **"Kept"**.



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Step 5

The last step is to email your book request to the QES Library. To do that, enter this email address into the email box: **Library-227@cbe.ab.ca** and click on the **"Email"** button. Don't forget to Logout and then you are done!

Kept

Remove checked titles

Remove all titles

☐

Bailey at the museum Bliss, Harry, 1964-

Options

sort by:

Title

library:

Queen Elizabeth School

view of records:

Brief

View

Print Formatted

Email

Email