

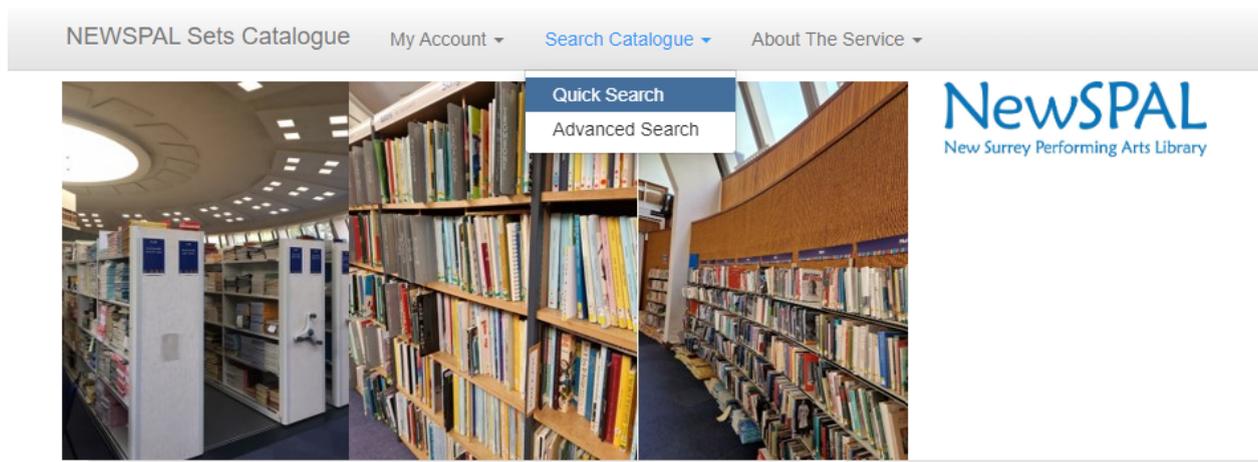
# NewSPAL Drama Sets Guide - October 2022

For the purposes of this example, we will create a reservation for Tom Stoppard's drama "If You're Glad I'll be Frank."

Sign in to the online portal

(<http://newspal-customer.azurewebsites.net/Account/Login>),

1. Go to "Search Catalogue", and then "Quick Search"



2. From here, enter the Author's Surname, and the Title of the Play. In this case, we will search "Stoppard" and "glad".

You may enter the full name of the play e.g. "If You're Glad I'll be Frank", though you will need to observe the full punctuation and spelling otherwise the search will return 0 results. It is more efficient to choose a keyword from the title, e.g. "glad" or "frank".

3. The next page will show results. As there is only 1 entry, press "View" in blue on the far right.

## Quick Search Drama Sets

If you can't find what you're looking for, please email us at [library@newspal.org.uk](mailto:library@newspal.org.uk). Please note that we are not currently able to source materials for you from other libraries, but it might be something we would invest in for you.

If you are a library (or similar organisation) wishing to borrow from us, please email us at [library@newspal.org.uk](mailto:library@newspal.org.uk)

Author	<input type="text" value="stoppard"/>
Title	<input type="text" value="if you're glad i'll be frank"/>
Publisher	<input type="text"/>

Search

« Showing items 1 through 1 of 1. »

Author	Full Title	Publisher	Type Of Drama	Number Of Copies	
Tom Stoppard	If you're Glad I'll be Frank	Samuel French	One Act Play	10	<a href="#">View</a>

4. This next page will show you information about the result, including dates other groups have booked copies for, and the quantity.

At the bottom of this page, below "General Information" is the word "Reserve" in blue. Click on that.

#### Drama Set Detail

<b>Author</b>	Tom Stoppard	<b>Other Reservations for this set</b>
<b>Full Title</b>	If you're Glad I'll be Frank	No reservations
<b>Editor</b>		
<b>Type Of Drama</b>	One Act Play	
<b>Genre(s)</b>	Comedy;	
<b>Cast Type(s)</b>	Mixed;	
<b>Cast Size</b>	Medium (7-12);	
<b>Publisher</b>	Samuel French	
<b>Year Of Publication</b>	1978	
<b>Language</b>		
<b>Advance Order Limit</b>	12 Months	
<b>Number Of Copies</b>	10	
<b>General Information</b>	Revised version / ISBN 0573622442	

Reserve

5. Complete the form that is generated and press "Reserve Stock".

Please note, for Drama sets, one copy in each set is a **Reference Only** copy. This means that if a play has 10 items in the set, you can order a maximum of 9.

Should you try ordering the whole set you will only receive the set minus the reference copy. You will not be charged for the reference copy.

#### Reservation Detail

<b>Author</b>	Tom Stoppard	<b>Other Reservations for this set</b>
<b>Full Title</b>	If you're Glad I'll be Frank	No reservations
<b>Editor</b>		
<b>Type Of Drama</b>	One Act Play	
<b>Genre(s)</b>	Comedy;	
<b>Cast Type(s)</b>	Mixed;	
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Fields marked with an asterisk (\*) are mandatory

**No. Copies Required \***  You can only order up to the amount in stock.

**Date Required From \***

**No. Months Required \***

**Collection / Delivery \***

Reserve Stock

6. A summary of your order will be displayed, including the cost. To proceed, press "Continue".

7. Another summary, press "Confirm". **Only then** will the order be logged in the system.