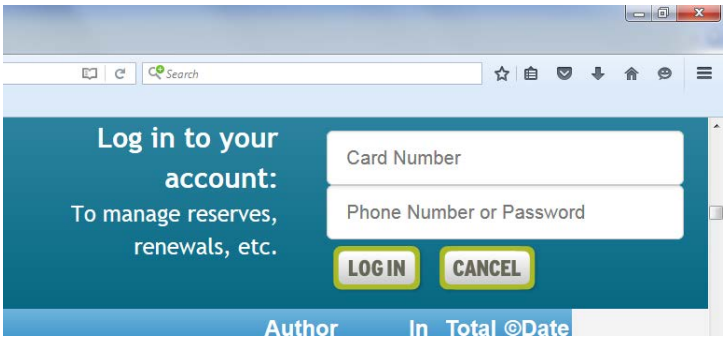
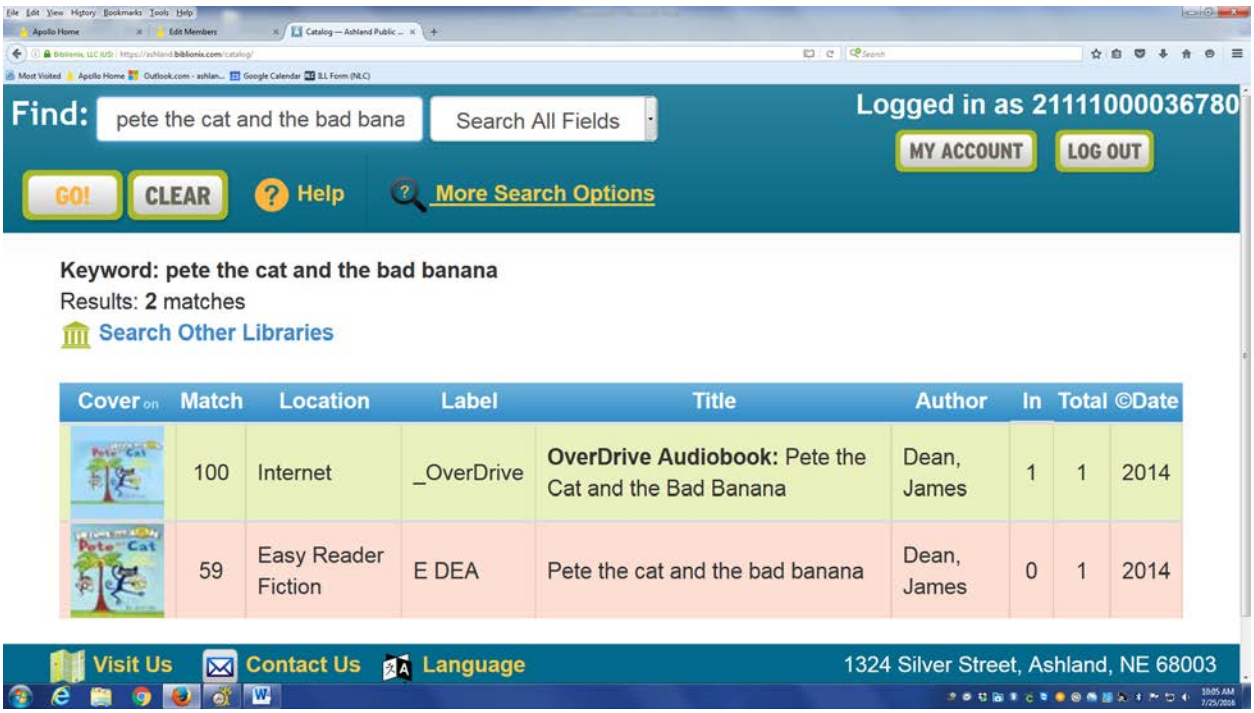
Reserving an Item

To reserve a pink title you must log in using your card number and phone number or password in the field at the upper right of the page.

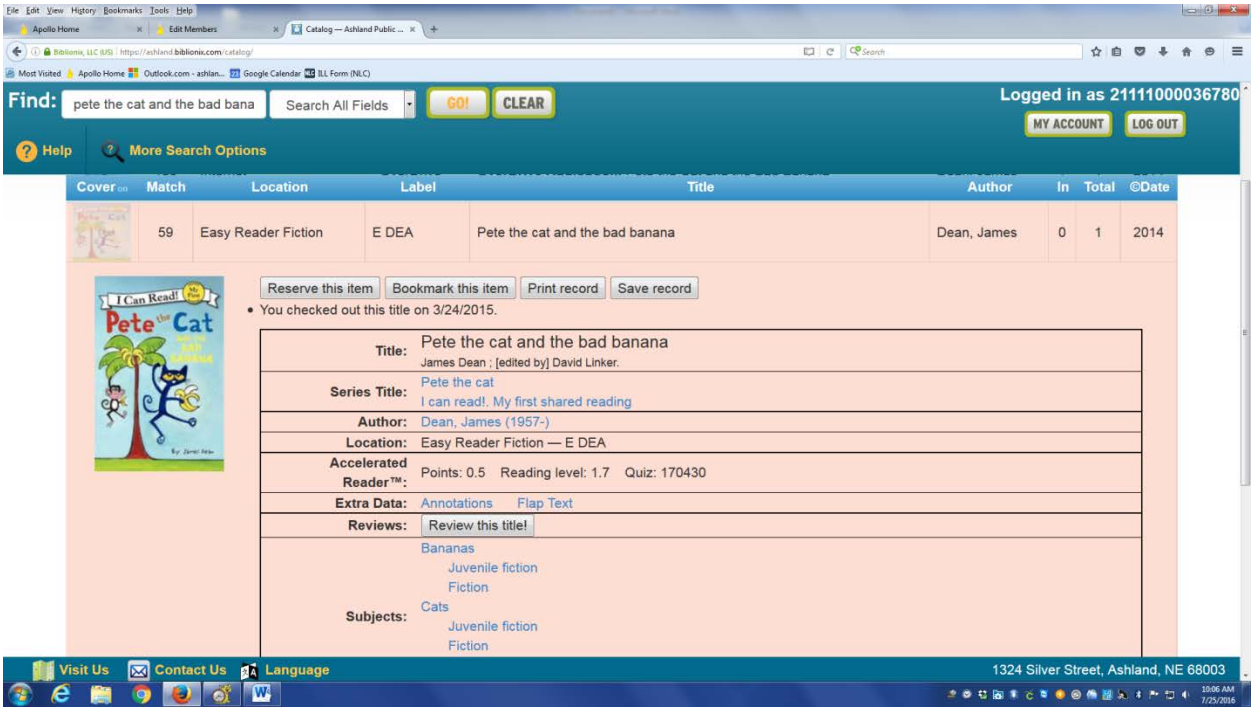


Once logged in, you can search for the title you wish to check out, for example, “Pete the Cat and the Bad Banana” in the field to the upper left.



Click the title you wish to reserve. Note: overdrive books will be different so make sure to check that the item you want is in the library. In order to tell, check the location heading. For this example, we can see that there is one copy located on the internet (Overdrive) and the other is in the easy reader fiction.

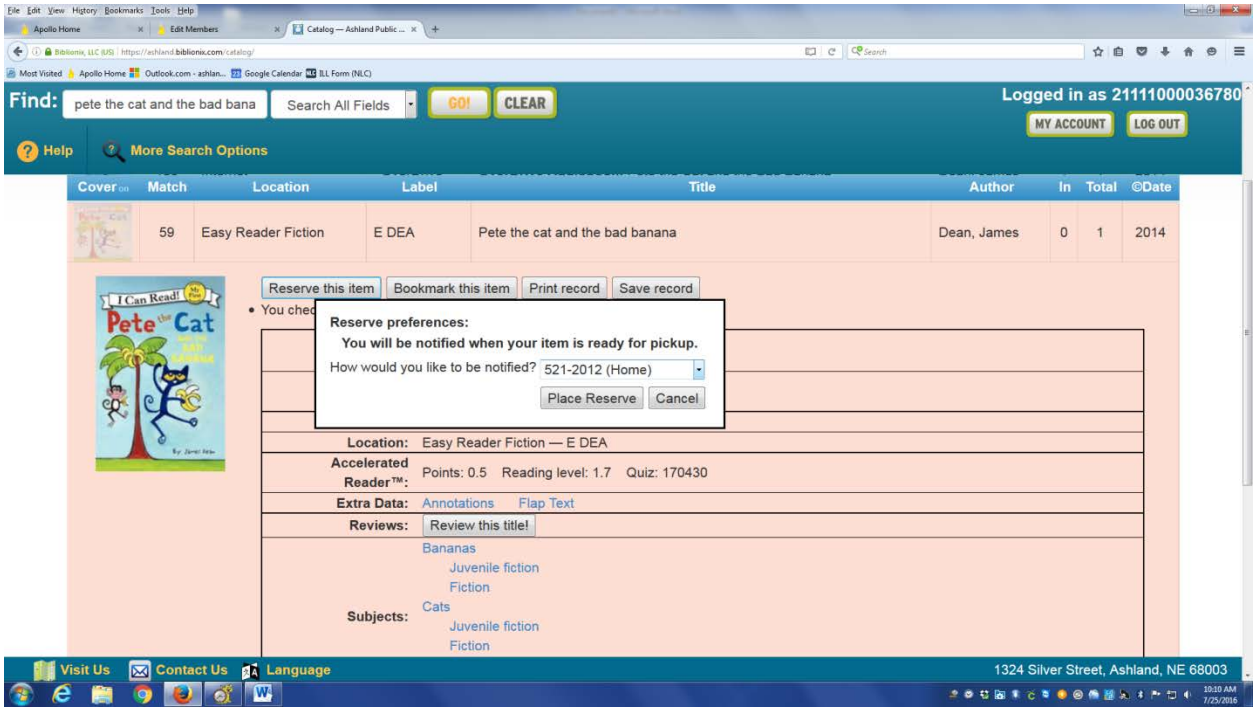
After clicking, you will see four buttons: “Reserve this item”, Bookmark this item”, “Print Record” and “Save record”.



Patrons will most often be using either the “Reserve” button or the “Bookmark” button.

The “Bookmark” button will enable you to put this book on a list that can be viewed under the “My Account” tab shown in the Something tutorial.

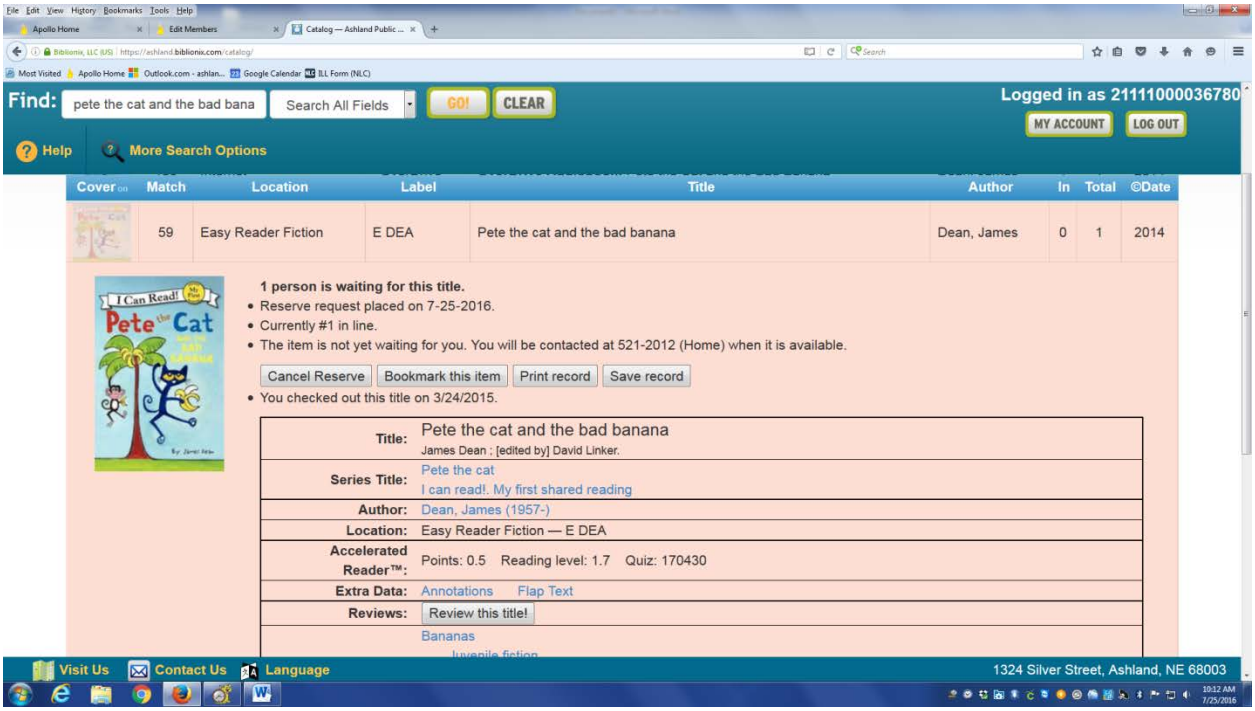
The “Reserve” button will enable you to check out this item as soon as it is returned.



After clicking “Reserve” a pop up will appear asking how you would like to be notified when the item is returned—patrons can choose phone, text, or email depending on what they have specified as appropriate contacts for their account.

After choosing notification type, click place reserve.

The reserve information will be shown next to the book above the four buttons. It includes how the library will contact you, when the reserve was placed, and how many reserves are on that particular item.



If you want to cancel a reserve, simply click cancel reserve—the reserve information will disappear and you will not be contacted when the item is returned.