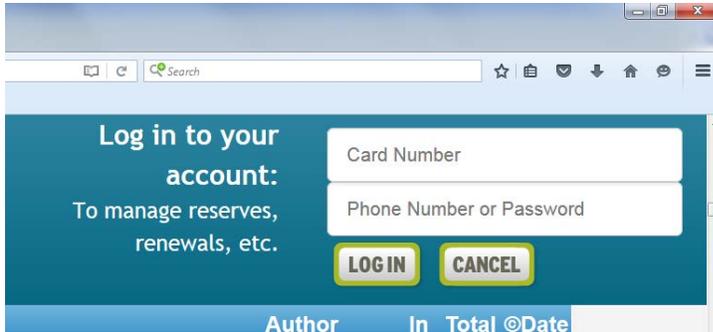


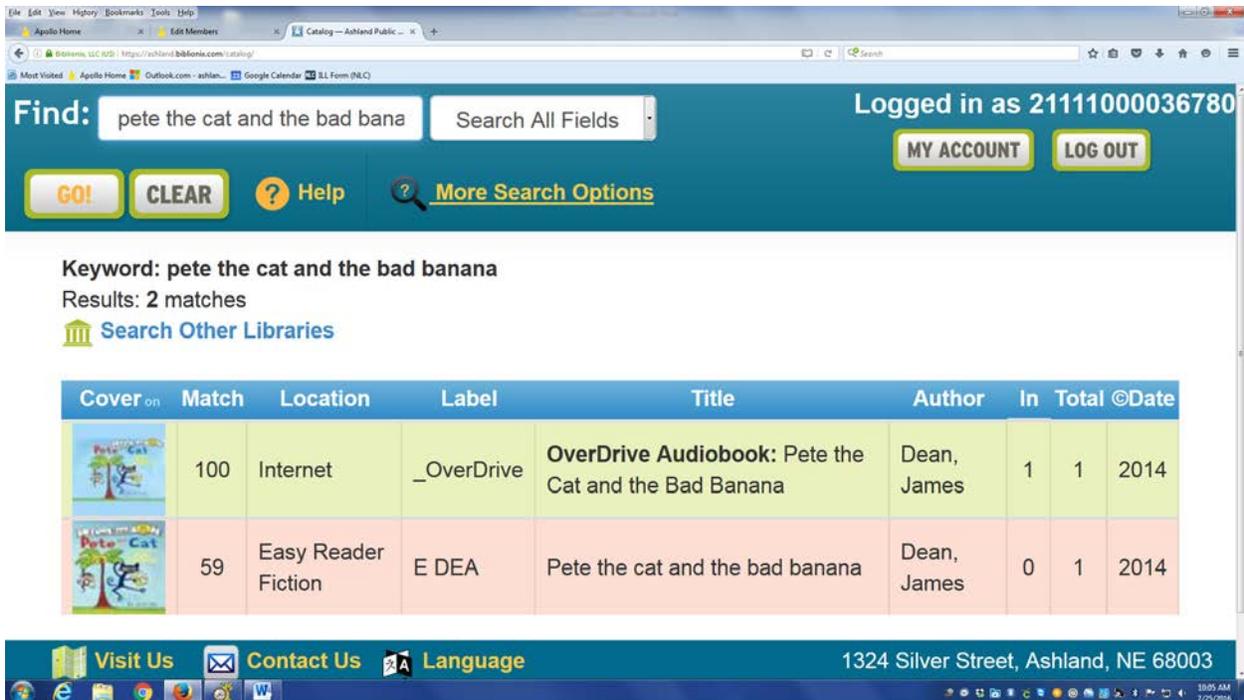
## Reserving an Item

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.



The screenshot shows a login form with a dark blue background. On the left, it says "Log in to your account: To manage reserves, renewals, etc." There are two input fields: "Card Number" and "Phone Number or Password". Below the fields are "LOGIN" and "CANCEL" buttons. At the bottom, there is a navigation bar with "Author", "In", "Total", and "@Date" links.

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.



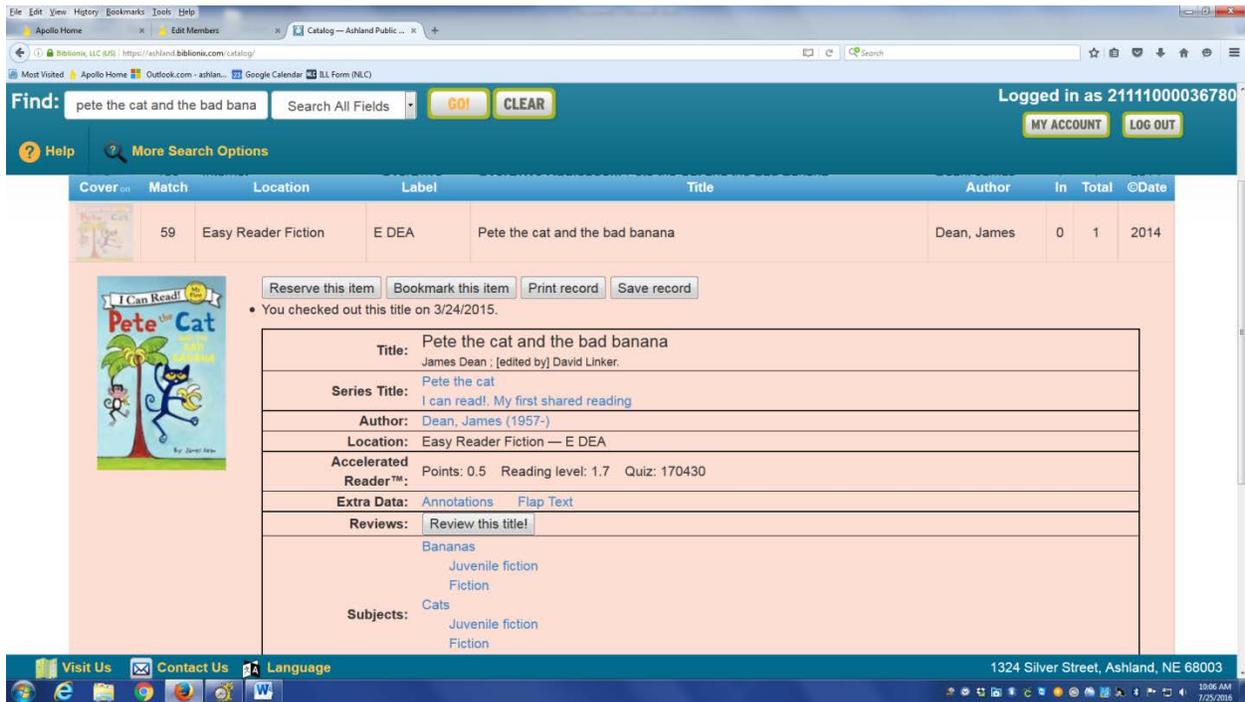
The screenshot shows the search results page. At the top, there is a search bar with the text "pete the cat and the bad bana" and a "Search All Fields" dropdown. To the right, it says "Logged in as 2111100036780" with "MY ACCOUNT" and "LOG OUT" buttons. Below the search bar are "GO!", "CLEAR", "Help", and "More Search Options" buttons. The search results are displayed in a table with the following data:

Cover on	Match	Location	Label	Title	Author	In	Total	@Date
	100	Internet	_OverDrive	OverDrive Audiobook: Pete the Cat and the Bad Banana	Dean, James	1	1	2014
	59	Easy Reader Fiction	E DEA	Pete the cat and the bad banana	Dean, James	0	1	2014

At the bottom of the page, there are links for "Visit Us", "Contact Us", and "Language", along with the address "1324 Silver Street, Ashland, NE 68003".

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.

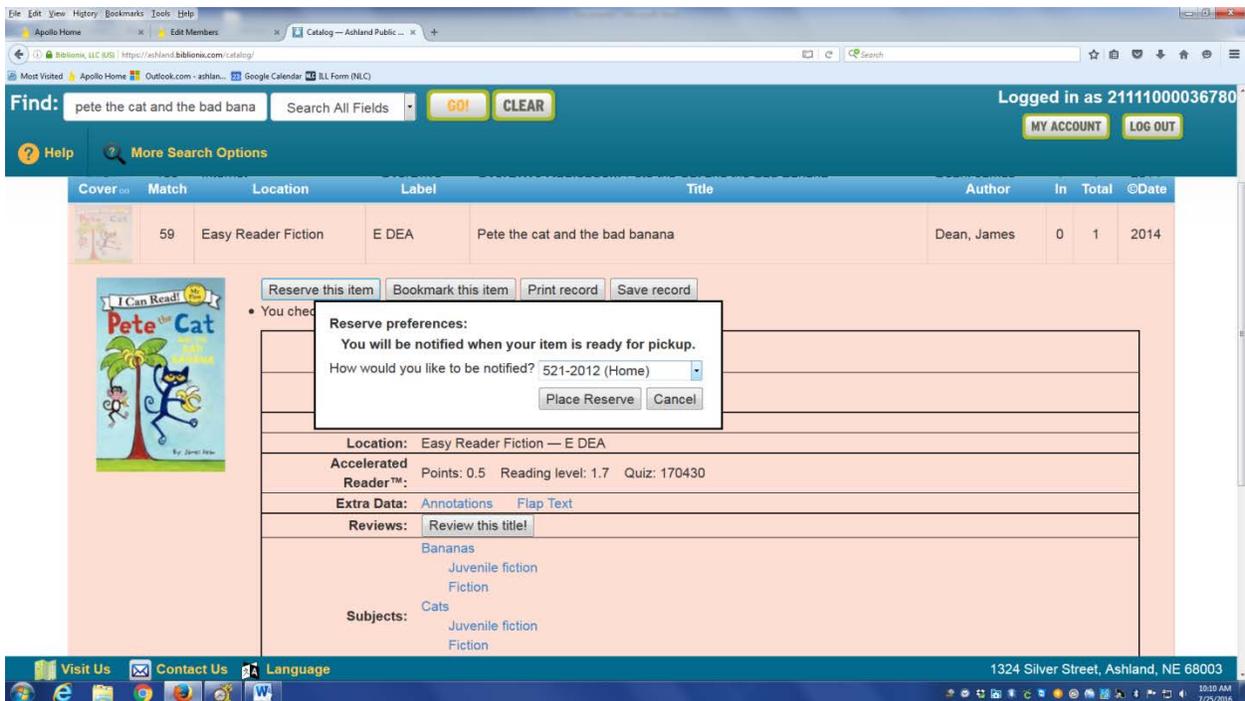
After clicking, you will see four buttons: “Reserve this item”, “Bookmark this item”, “Print Record” and “Save record”.



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.

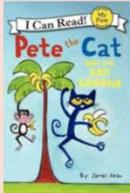


After clicking “Reserve” a pop up will appear asking how you would like to be notified when the item is returned—patrons can choose phone, text, or email depending on what they have specified as appropriate contacts for their account.

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.

The screenshot shows a web browser window displaying a library catalog page. The search bar contains the text "pete the cat and the bad bana". The page is logged in as user 21111000036780. A table lists the book with the following details:

Cover	Match	Location	Label	Title	Author	In	Total	Date
	59	Easy Reader Fiction	E DEA	Pete the cat and the bad banana	Dean, James	0	1	2014

Below the table, the following information is displayed:

- 1 person is waiting for this title.
- Reserve request placed on 7-25-2016.
- Currently #1 in line.
- The item is not yet waiting for you. You will be contacted at 521-2012 (Home) when it is available.

Buttons: Cancel Reserve, Bookmark this item, Print record, Save record

Additional information:

- You checked out this title on 3/24/2015.

Metadata:

- Title: Pete the cat and the bad banana
- James Dean ; [edited by] David Linker.
- Series Title: Pete the cat
- I can read! My first shared reading
- Author: Dean, James (1957-)
- Location: Easy Reader Fiction — E DEA
- Accelerated Reader™: Points: 0.5 Reading level: 1.7 Quiz: 170430
- Extra Data: Annotations Flap Text
- Reviews: Review this title!
- Bananas
- Juvenile fiction

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.

