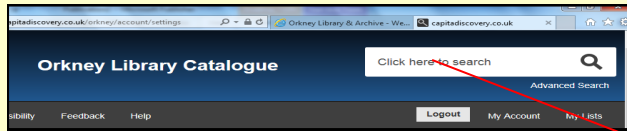
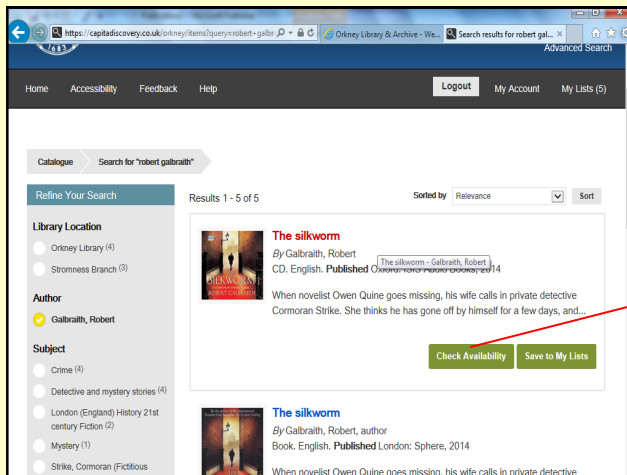


PLACING A RESERVATION ONLINE



Step 1:

To place a reservation, login to your account using your card number and PIN, then type your author name, book title OR subject heading into the search box on the top right of the screen.



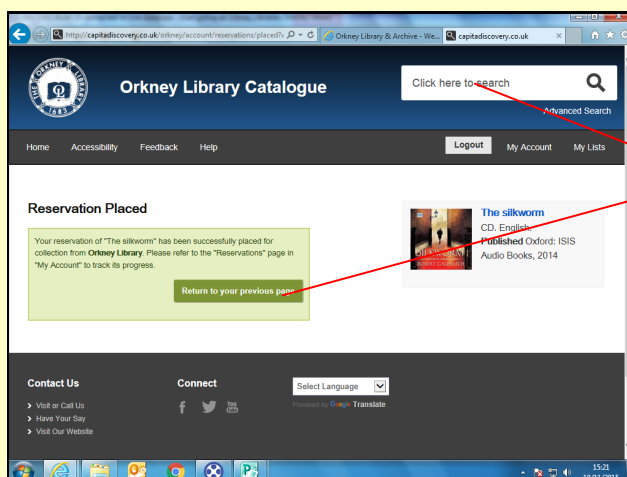
Step 2:

Scroll through the results. You can use the menu on the left hand side to refine your search. When you find something you want to reserve click **Check Availability**.



Step 3:

This page will tell you more about the title and whether or not there are copies presently available. Either way you can reserve the title and it will be taken out on your next Mobile Library visit after a copy becomes available. To reserve simply select **Mobile Library Service** from the dropdown menu and click **Reserve**.



Step 4:

The next page will confirm that your reservation has been placed successfully. You can now click **Return to your Previous Page** to view more titles from your search or begin a new search in the box at the top right.

