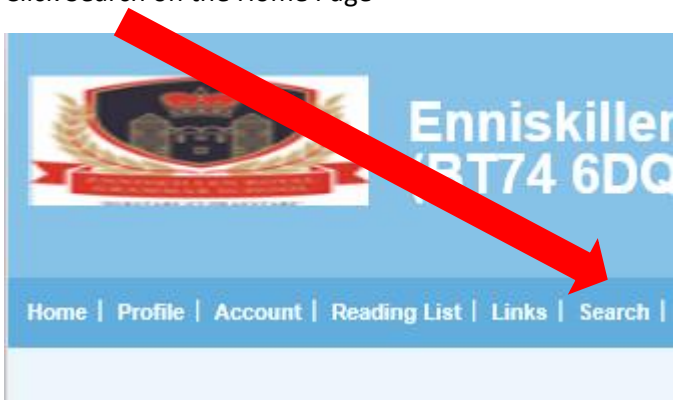
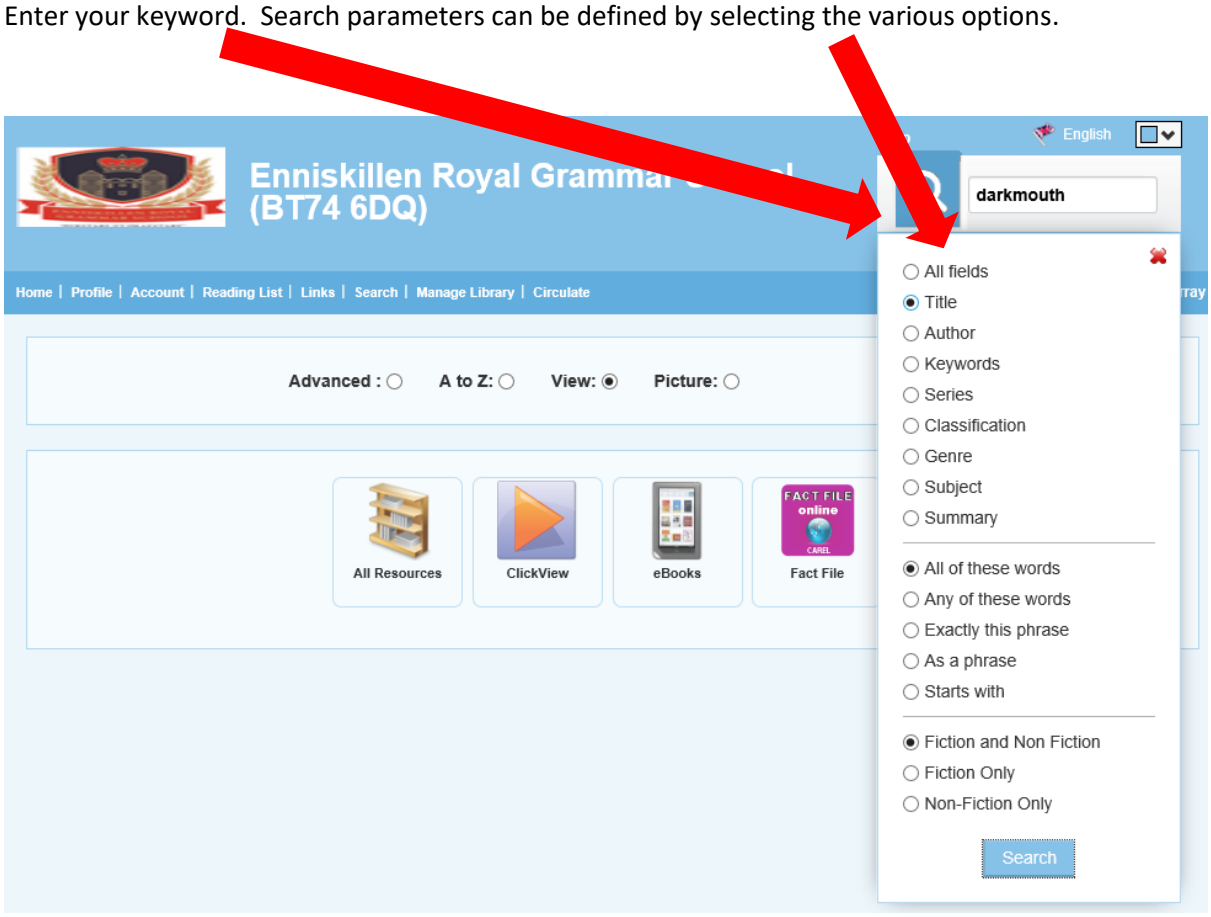
How to reserve a book

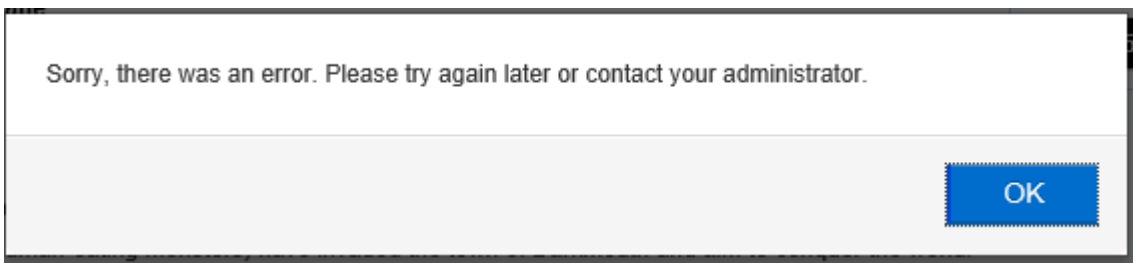
Click Search on the Home Page



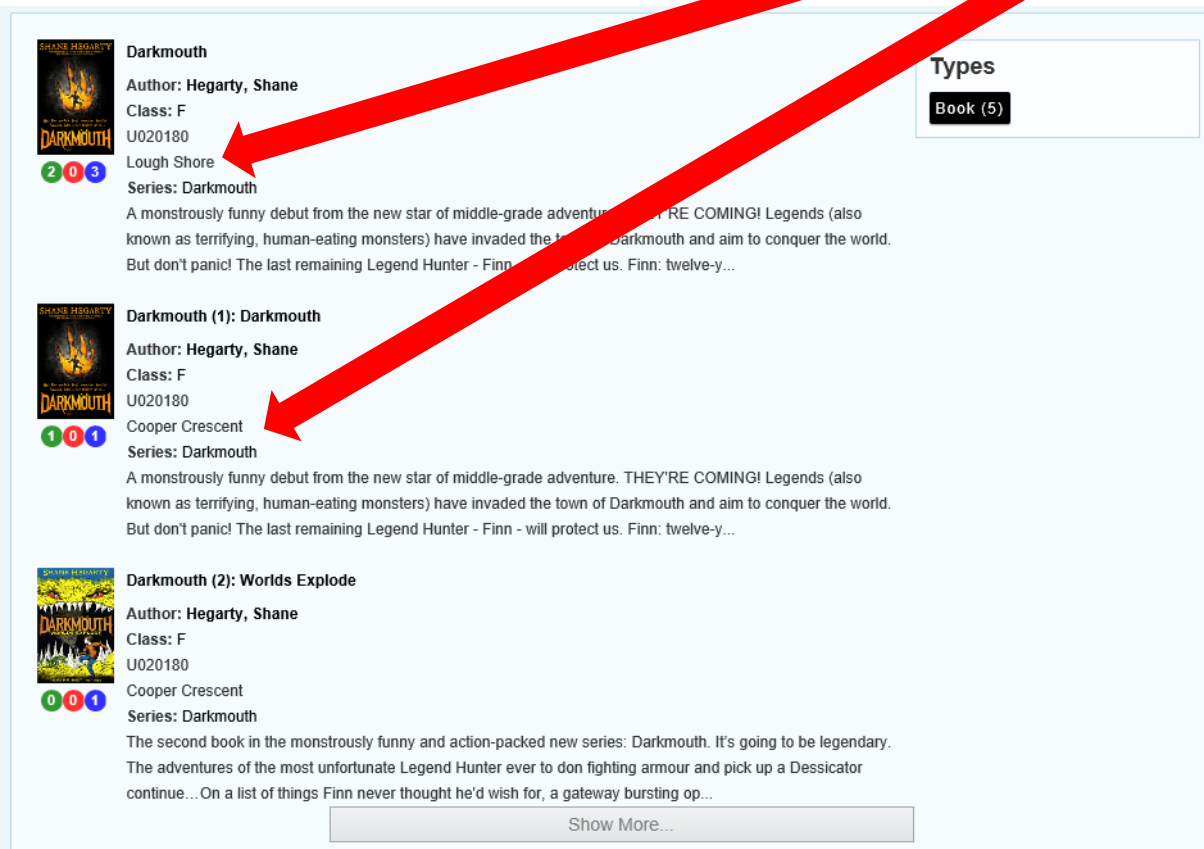
Enter your keyword. Search parameters can be defined by selecting the various options.



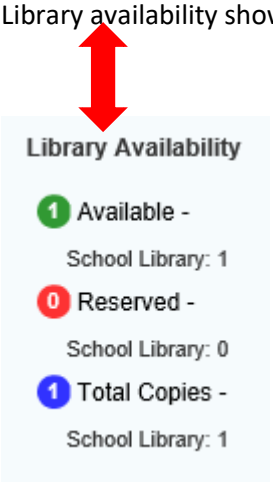
If this error message appears – click OK and it should work; no need to notify administrator.



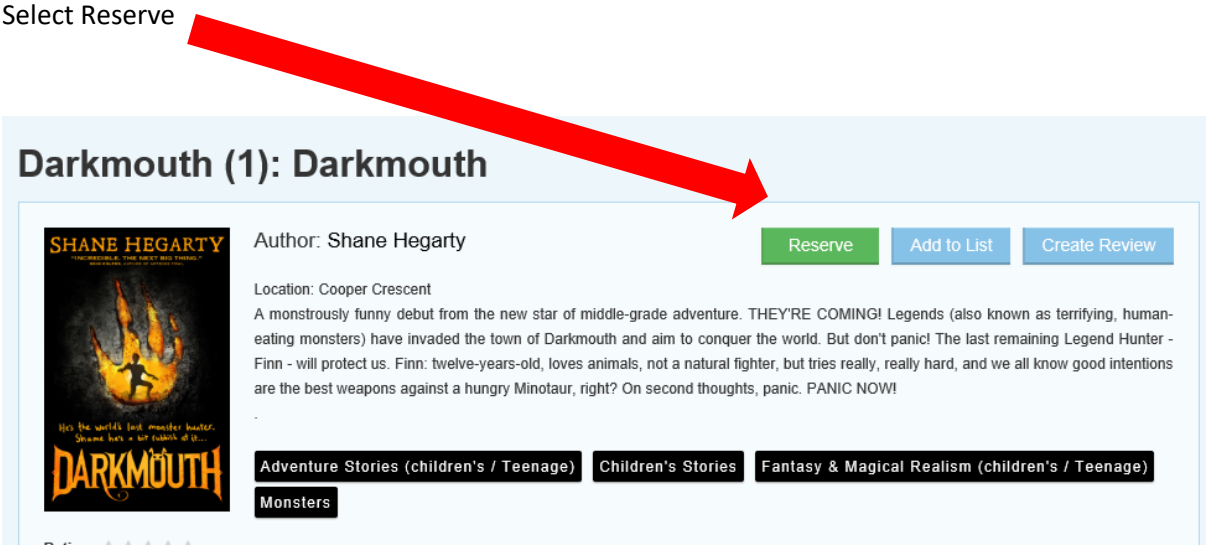
Search results are now displayed. Select the book from the most appropriate site – LS or CC



Library availability shows how many copies are available and how many reserved



Select Reserve



Select Reserve at school



- If book currently on loan, it will be brought to you when current user returns the book.
- If copy has to be transferred from the other site, please allow 3 days for it to be delivered.
- If book is in stock, books for
    - Yr8-10 will be brought to English room & English teacher will distribute
    - Y11-12 will be delivered to form room
    - Yr13-14 will be delivered to form room or can be collected from library during study

- Any books to be returned
    - Yr8-10 please leave with English teacher for collection.
    - Yr11-13 please email hmcelmurray025@c2kni.net to arrange time & place for collection
    - Yr14 please email ebleakley986@c2kni.net to arrange time & place for collection