

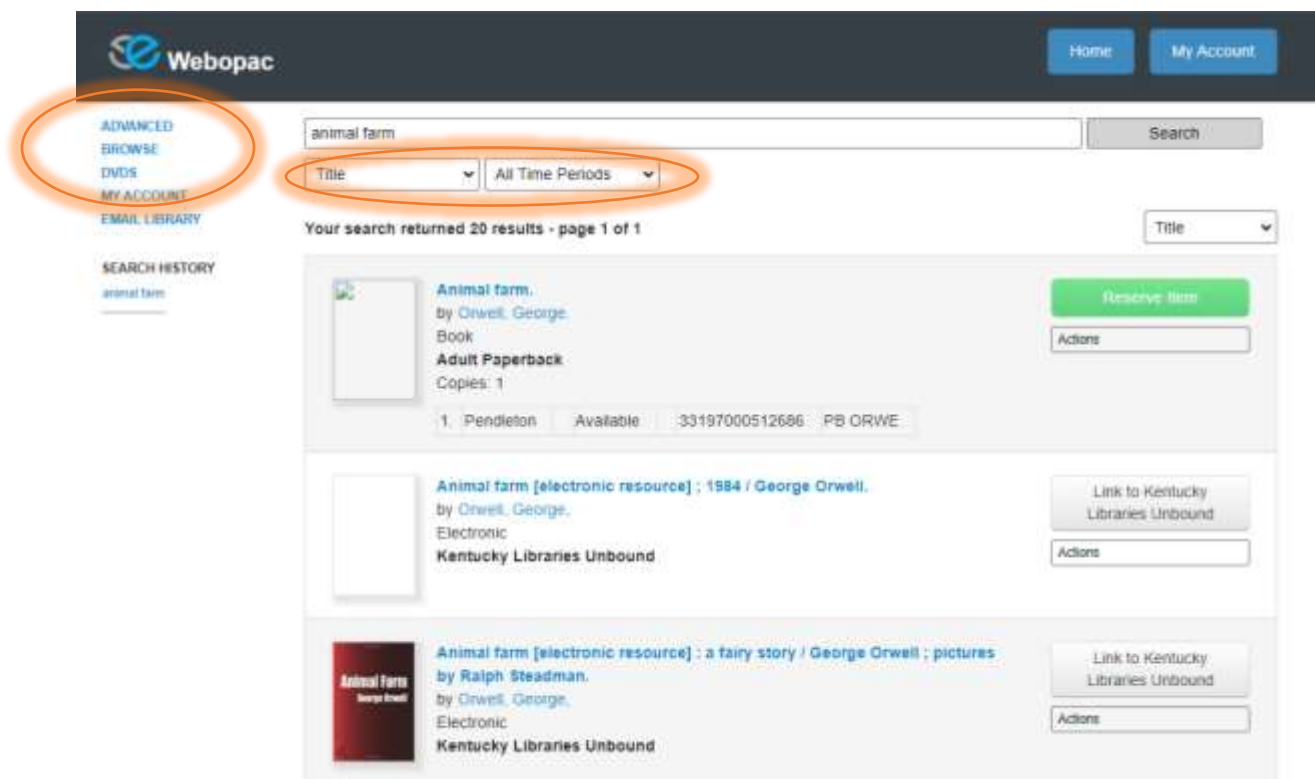
HOW TO RESERVE LIBRARY MATERIALS ONLINE

1. Go to the library website on your phone/tablet/computer
www.pcplibrary.org
2. In the top right, enter your search criteria in the area provided to Search the Library Catalog. Then press the submit button.
Example Shown below: Animal Farm

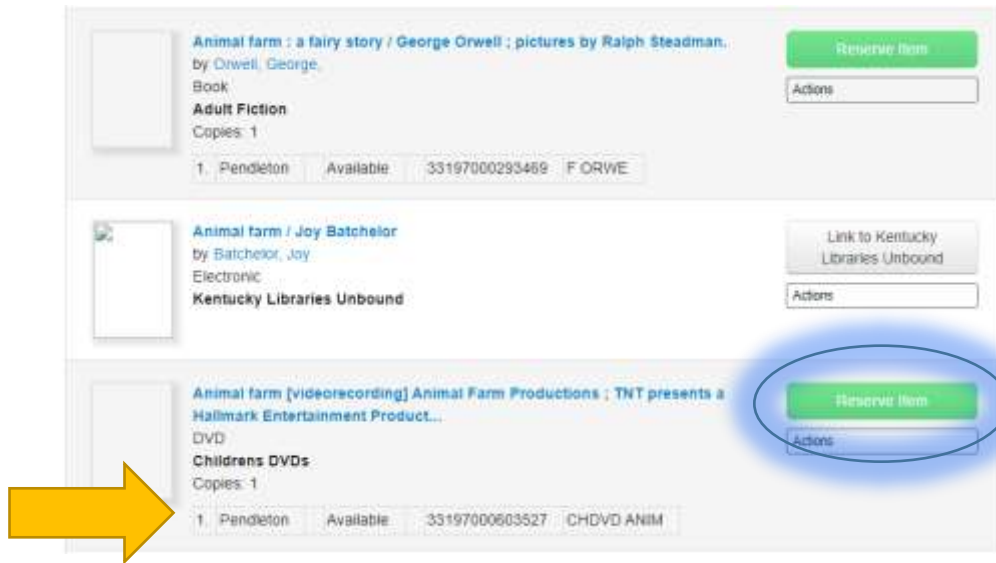


3. The search results will appear in a new browser window. Simply scroll through them and find the item you wish to reserve. Those items that are available at our physical location will have a green RESERVE ITEM button. This search will also show you electronic materials available through Kentucky Libraries Unbound.

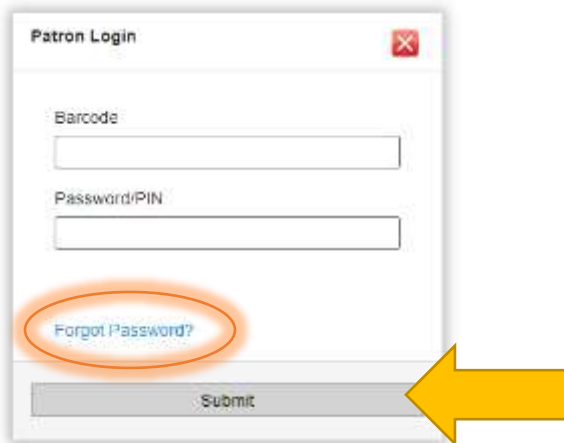
You can also modify your search or start over using the search features shown on this site.



4. Once you decide on an item you wish to reserve for checkout at our library, simply click the Green Reserve Button to get started!



5. You will be shown a login screen to start the process of reserving the item for checkout. Enter your library card number (barcode number) as well as your password/pin. If you do not know your password you can click the Forgot Password link, or you may also call the library during our business hours to have our staff look at your account. Once information has been entered correctly, just click the SUBMIT button



6. CONGRATULATIONS! You have just reserved an item for checkout at our library! If you are not the first in the reserve Queue, then you will have to wait until the item is back in our location and available for checkout. You will receive an email &/or phone call when you item has been pulled from the shelf and is ready for pickup.

