## HOW TO RESERVE LIBRARY MATERIALS ONLINE

- 1. Go to the library website on your phone/tablet/computer www.pcplibrary.org
- 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: <u>Animal Farm</u>*





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.

			-	
ADVANCED BROWSE DVDS	animal farm	✓ All Time Periods ✓		Search
MY ACCOUNT EMAIL LIBRARY	Your search	returned 20 results - page 1 of 1		Title
SEARCH HISTORY animal tem	52	Animal tarm. by Onwell George Book Adult Paperback Copies: 1 1. Peodleton Available 33197000512686 PB ORWE	Res Actions	erve tann
		Animal farm [electronic resource] ; 1984 / George Orwell. by Onwell, George, Electronic Kentucky Libraries Unbound	Link t Librari Actions	o Kentucky es Unbound
	Antonia Par Barry In	Animal farm [electronic resource] : a fairy story / George Orwell : pictures by Raiph Steadman. by Cinvell Coorge, Electronic	Link t Librari	o Kentucky es Unbound

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!

	by Orwell, George, Book Adult Fiction	Actions
	Copies 1	
	1 Pendeton Available 33197000293469 F ORWE	
R	Animal farm / Joy Batchelor by Batchelor, Joy	Link to Kentucky Libraries Unbound
	Kentucky Libraries Unbound	Actions
	Animai farm (videorecording) Animai Parm Productions ; TNT presents a	Hitserve Bom
	DVD Childrens DVDs	Actions

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

Barcode Password/PIN	Barcode Password/PIN Forgot Paseword?	aron rodin	
Password/PIN	Password/PIN	Barcode	
	Forgot Password?	Password/PIN	
	Forgot Password?		

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.

N	lotification	×
	Reserve Created.	
	Title: Animal farm	
	No in Queue: 1	
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