


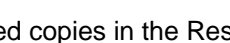




How do I reserve multiple copies of library material?

1. Find the patron in **Circulation**, then click on [Holds/ILL] in the left-hand column.
2. Click  in the **Holds** section on the right-hand side of the patron record.
3. Retrieve the desired title by entering title keyword(s) in the Find Title box. Choose to search all participating libraries. Click . If a list appears, select the desired title by clicking  next to the title. (If you can't find the title on the page, you will need to request it from the catalog using a patron login.)
4. Under **Requesting**, select **Reserve for specific date**.
5. If a **From** list appears, use the drop-down list to select a library and see how many copies it owns.

The screenshot shows the library system interface with the following elements highlighted by red arrows and numbers:

- 3**: Points to the "Find Title" search box containing "goblin wood".
- 3**: Points to the "All Participating Libraries" dropdown menu.
- 4**: Points to the "Reserve for specific date" option in the "Requesting" section.
- 5**: Points to the "Kickemuit Middle School Library (KMS)" dropdown menu.
- 6**: Points to the "Ship it" delivery method option.
- 7**: Points to the "Reserve" input box containing "1" and the "Refresh Calendar" button.
- 8**: Points to the availability calendar for October 2007, which shows dates 1-6, 7-13, and 14-20 in red (Not Available) and dates 21-31 in blue (Available).

6. Select Ship It as your preferred delivery method.
7. If this library has more than one copy, and you want to reserve more than one copy from this library, enter the number of desired copies in the Reserve [] box and click . If the calendar goes to red on the dates that you want to reserve copies, reduce the number of copies in the Reserve box, and click on  again until the calendar shows (dates are not red) that the requested number of copies is available for the dates that you want.
8. Using the availability calendar, select the date range. (You can use the arrows (<< >>)) on each side of the month to move back and forth from one month to another.) Click in the From [] box, and type in the starting date or select it from the calendar. Then click in the to [] box, typing in the ending date for the loan, or choosing it from the calendar. Click  to place the request.
9. A message appears, confirming the request and showing the requested number of copies and the date range. To request additional copies from other libraries, use the Back arrow in your **browser**, and choose another library in the drop-down From [] list, repeating the process from Step 7 above. Repeat Step 9 until you have requested all of the copies that you need/are available.