

INSTRUCTIONS ON HOW TO RESERVE BOOKS:

Go to the Tallowood Website, www.tallowood.org/library. Go to the bottom of the page click the ***Access to online catalog***. In the small box on the top right, “**Log on**” with your library patron barcode number. Your password is the same. Search for titles, subjects or author. Click small green box above title on the right side to add to your **bookbag. (the green ball lets you know if it is available)**. After choosing all the books you want, click **view** by **temporary bookbag. (in the top right corner)** This will take you to your list of books. Click **select all**, then **Reserve**, then click **OK**. You should then get a box saying the reserve was sent successfully. This will send Joy the list to be reserved. The library staff will pull the books. They should be ready the next time you are in the library.

Thank you for your interest in the library

Joy