

Fact Sheet #4 Reserving a Book Club Set



Go to: <http://moretonbay.qld.gov.au/libraries>

Scroll down to the Discover section and select *Books*

Under the *More in books* section heading select *Book Clubs*

To find a particular book club set use the *Search our collection* option

Or click *Browse the Book club sets collection* to browse through the sets

If you select *Browse the Book club sets collection*, the sets will be displayed in alphabetical order by title. You can sort the list using *Sort by* options on the top right.

- To change to date order:
Select *Sort Set*
Select *Sort by Date, latest first*
- If you choose *Sort by Creator*, the titles will sort alphabetically by author.

You can also use the filters on the left side to select *Availability*.

- Selecting *Titles with available items* filters out the sets currently on loan.
- *Personal authors* can also be selected using the filters on the left.

Click on the individual titles to see more details (Full display).

RESERVE YOUR TITLE

1. To place a reservation either
 - a. In *Search results* view click *View Availability* and **Place Reservation** button OR
 - b. In *Full display* view, Click **Place reservation** button in the *Find It!* Box on the right.
2. Enter your Book Club Coordinator Library card number and password (if you are not already logged in).
3. Your *Pick up location* will be displayed
 - a. You can click *Change Location* (if needed) using the button on the right.
4. You can *Suspend your reservation* if desired.
5. You can also set an *Expiry date* on your reservation if desired.
6. Select the **Continue** button to reserve (or the **Cancel** button if you don't wish to place the reservation).
7. Details of your reservation will be then be displayed on screen. This includes your current rank in the waiting list for each title.
8. You will be notified via your nominated method - email, phone or SMS - when your reservation is available for pickup. Contact your local library to confirm or adjust your notification preferences.

Handy Tip: Reservations are held for 14 days. If not collected by the expiry date, items are sent on to the next Book Club on the waiting list. Please contact your branch library for more information or if you need assistance placing reservations.