

## Reserve library item instructions

1. Browse through [**Library Index**] for Book/CD-DVD/Video-Tape
  - a. Click on [**Library Index**] Icon
  - b. Identify item to be requested & write down Bar-Code
  - c. **FIND** function is available by clicking on **Edit** at the top (upper left corner) of the library index
2. Fill in Library Book Request Form (Book ID is the Bar-Code of the library item)
3. Submit Library Book Request Form
4. Librarian will email requester regarding pickup time & date