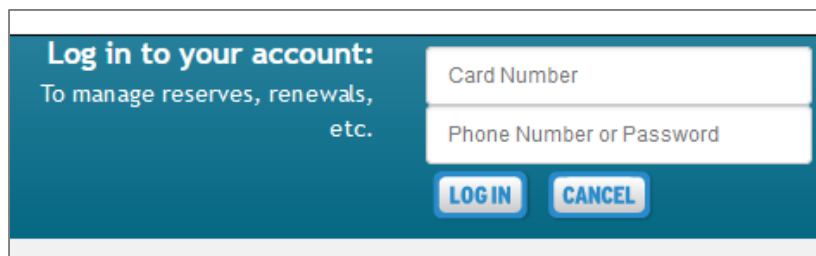


HOW TO RESERVE AN ITEM

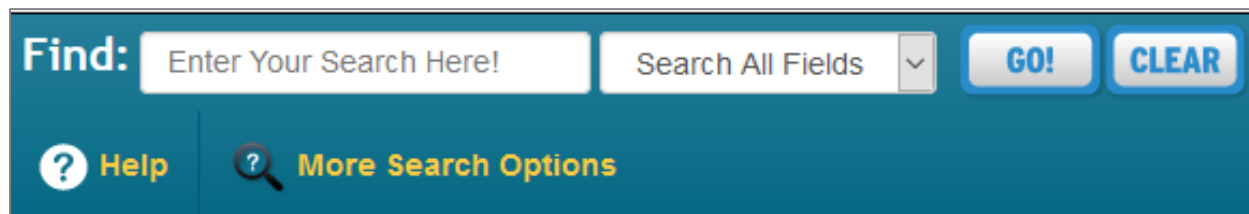
Go to our catalog by typing <https://oneonta.biblionix.com/catalog/> into your web browser, or visiting our website <https://oneontapubliclibrary.org> and clicking the [Catalog](#) link at the top of the page. At the top right of the screen you will see the account login field.



The login form is titled "Log in to your account:" and includes the text "To manage reserves, renewals, etc." Below the title are two input fields: "Card Number" and "Phone Number or Password". At the bottom of the form are two buttons: "LOGIN" and "CANCEL".

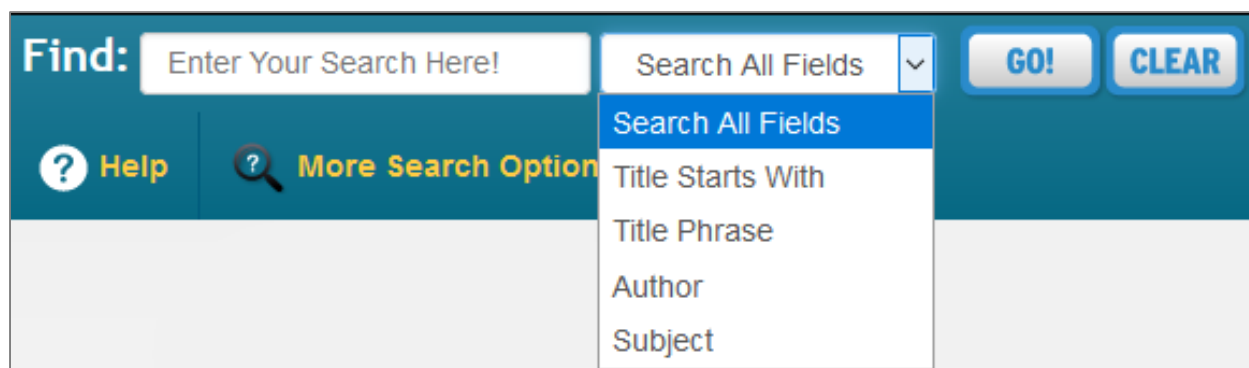
Log in to your account by entering your fourteen-digit card number, which is found on the back of your library card below the barcode, and the phone number we have on file for you, area code included, with no spaces or dashes. Please make sure we have the correct phone number on file in order to log in successfully.

Once you have logged in, locate the search bar at the top left of the screen.



The search bar features the text "Find:" followed by an input field containing "Enter Your Search Here!". To the right of the input field is a dropdown menu labeled "Search All Fields" with a downward arrow. Further right are two buttons: "GO!" and "CLEAR". Below the search bar are two links: a "Help" link with a question mark icon and a "More Search Options" link with a magnifying glass icon.

You can look for an item using a few basic search criteria here.



This image shows the search bar with the dropdown menu open. The dropdown menu lists the following search criteria: "Search All Fields", "Title Starts With", "Title Phrase", "Author", and "Subject". The "Search All Fields" option is currently selected and highlighted in blue.

Or you can click on More Search Options to do a more advanced search.

The screenshot shows the top navigation bar with a search box, 'GO!' and 'CLEAR' buttons, and user information 'Logged in as 22140000197390'. Below the search bar is a 'More Search Options' section with three tabs: 'Advanced Search', 'Series Search', and 'Subject Search'. The 'Series Search' tab is active, showing a dropdown menu with options: Keywords, Title starts with phrase, Title contains phrase, Author, Subject, Reviewed, Language, Call # starts with, Medium, Downloadable, Material type, Secondary material type, Location, Reader age, Accelerated Reader™, and Lexile® Measure. To the right of the dropdown are input fields and a 'Search 3' button.

Once you have found an item you want to reserve, click on it to open a more detailed view. Click on [Reserve this item](#) to place a hold.

The screenshot shows a library item detail page for 'Camino Island' by John Grisham. The item is currently on the shelf. The page includes a book cover, a title card, and a table of metadata. The metadata table is as follows:

Title:	Camino Island — 1 John Grisham.
Series Title:	Camino Island (#1)
Author:	Grisham, John
Location:	F GrJ Camino v.1
Accelerated Reader™:	Points: 14 Reading level: 6.1 Quiz: 195241
Lexile® measure:	860L

If the item is green, it is on the shelf and available to be checked out. If the item is pink, it is currently checked out to someone else and you will be placed on the wait list for it.

The screenshot shows a library item detail page for 'Camino Island' by John Grisham. The item is currently checked out. The page includes a book cover, a title card, and a table of metadata. The metadata table is as follows:

Title:	Camino Island — 1 John Grisham.
Medium:	large print
Series Title:	Camino Island (#1)
Author:	Grisham, John
Location:	LP F GrJ Camino v.1
Accelerated Reader™:	Points: 14 Reading level: 6.1 Quiz: 195241
Lexile® measure:	860L

You will be contacted once this item is ready for you to pick up. To change how you are contacted about reserves, click on [My Account](#) in the upper right corner of the screen, then on the [Notifications](#) tab. To view your reserves or see your place in line, go to the [Reserves / Requests](#) tab.