

Click and Collect Instructions

- Firstly [CLICK HERE](#) and enter your library card number in the box marked **membership number**. Then click **login**
- This screen shows which books you have on loan – you can renew books from here if you wish by clicking on **renew**
- To search for a book click in the box that says **enter a keyword...** and type in some basic information about the book. You do not have to put in the whole title. If you are searching for *A Tale of Two Cities* by Charles Dickens – then just typing **cities dickens** should find it. If this produces lots of results then just add another word to refine the results.
- A list of results should be displayed. The information next to each cover tells you a little bit more about this edition. It might say, for instance, paperback, hardback, Large Print or CD audiobook. Find the edition that you prefer and click on **check availability**
- Near the picture of the book cover you will see a box which says **Reserve**. Check that the library branch you wish to collect from is in the **Collect From** box and, if correct, click on **Reserve**. If the branch is incorrect (ie it says 'Bodmin Library', but you wish to collect from 'St Austell Library' then use the drop-down list to select the correct branch).
- After clicking Reserve you should see a screen which says **Reservation Placed** – congratulations, you have successfully reserved a book! If you wish to reserve another book then use the **enter a keyword** search box and start again.