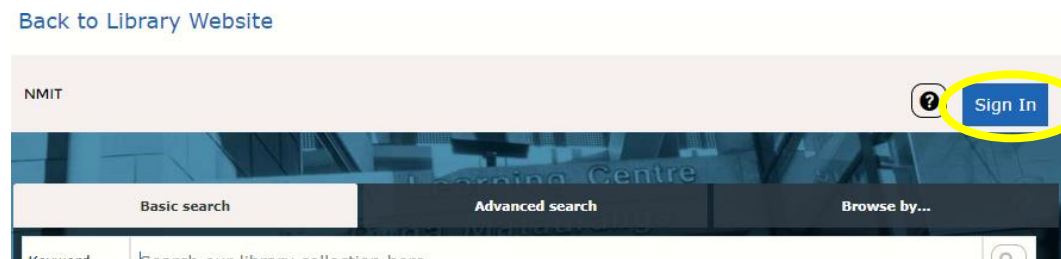


How to Reserve a library item

Go to the [library Catalogue/Sign in](#) page then:

1 **Sign in** (top right) using your NMIT network username & password (your name should then appear.)



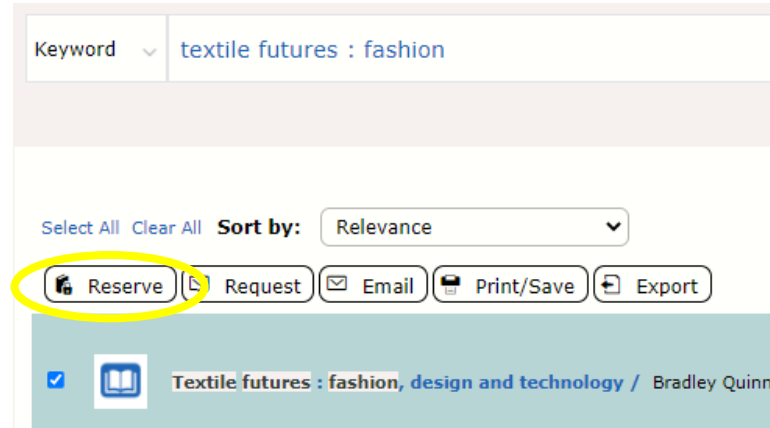
2 Enter your search term to find the item.



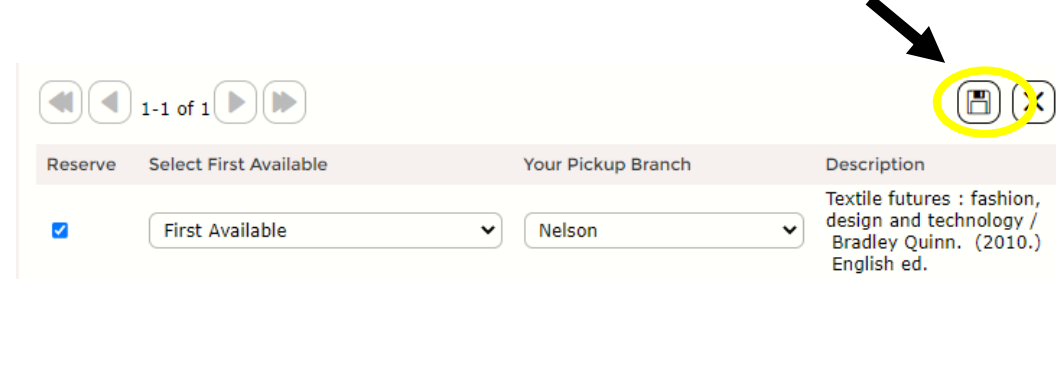
3 Check the box next to the title you want.



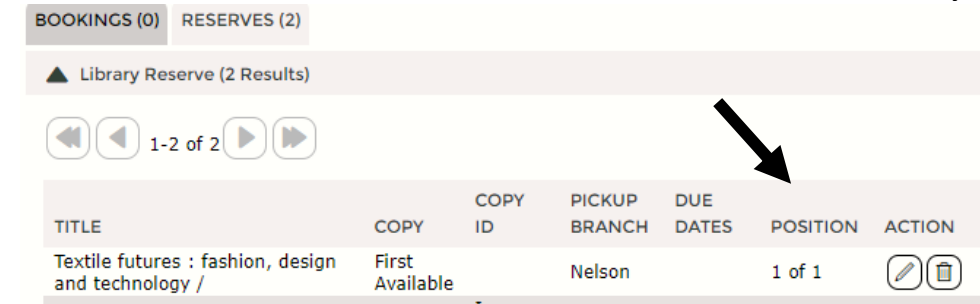
4 Click on the **Reserve** icon



5 On the next page; select first available, your local branch, then click on the **Save** icon



6 You can now see your position in the queue, and if on loan, the date the book is due back to the library



Finally, don't forget to **Sign out** – top right corner.