

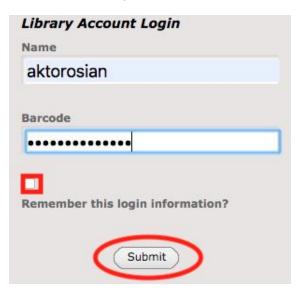
Reserving an item from the library's catalog

Step 1: Log in to your library account

- 1) Visit <u>www.csllibrary.org</u>
- Locate the orange My Account button at the right side of the screen.

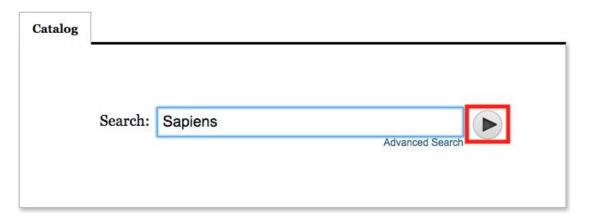
My Account

3) Enter your **last name** and your **14-digit library barcode number**. You can check the box so that your device remembers your account information. Click **Submit**.



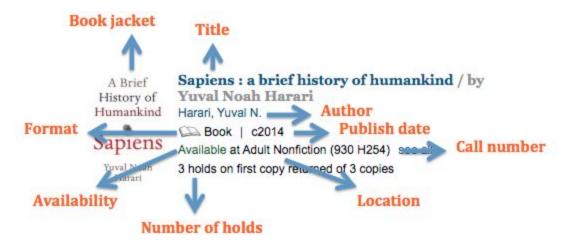
Step 2: Browse the catalog and search for a title

1) Start by simply typing in the **name of a book, movie or author**. You can also type in a subject (i.e. American History, Cooking, Psychology). Click the 'play' button.





2) From the results, locate your title of choice. Here is how to read a title entry:



- 3) To limit your search results, you can **refine** your search entry (from the left-hand side) by format (book, DVD, audiobook), language (English, French, Russian), location (adults, children), genre (historical fiction, mystery), or publish date.
- 4) By pressing on a book or movie title, you will get more information, such as number of copies, number of pages or length of video, notes, summary and subject terms.

Refine by:		
Availability		
At the library (26)		
Online (2)		
Found In		
Title (17)		

Items	only show availabl	е	
LOCATION	Call No.	Status	
Adult Nonfic	tion 930 H254	DUE 06-26-20 ~	
Adult Nonfic	tion 930 H254 c.2	AVAILABLE	
Adult Nonfic	tion 930 H254 c.3	DUE 06-26-20 ~	
More De	etails		
Description	xii, 443 pages : illust	rations, maps.	
Notes	Includes bibliographical references and index.		
Summary	How did our species succeed in the battle for dominance? Why did our foraging ancestors come together to create cities and kingdoms? How did we come to believe in gods, nations and human rights; to trust money, books and laws; and to be enslaved by bureaucracy, timetables and consumerism? This title deals with these questions.		
Subject	Civilization History	ilization – History.	
	Human beings History.		

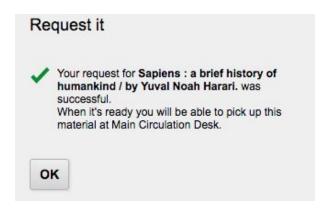


Step 3: Requesting a title and managing your holds

1) Once you have found your desired title, look for the **Request it** button.



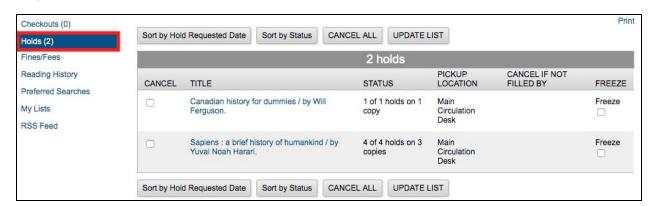
2) You will get a message saying that the request was successful. Click OK to continue.



3) To view your requested item, click on your name from the top right corner of the screen.

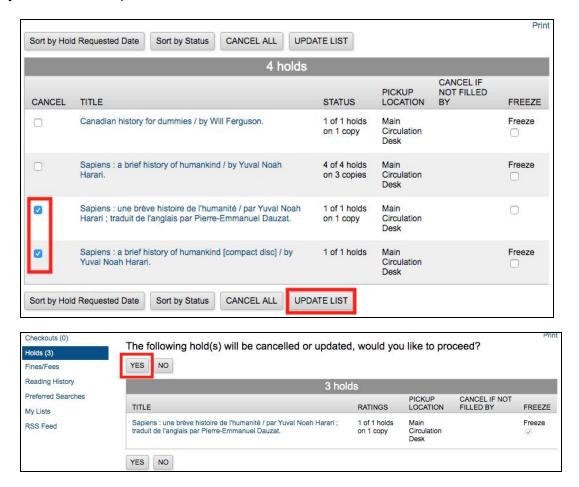


4) You will be able to see all your current checkouts and their due dates. Press on **Holds** from the left-hand side menu to see your reserved items. Under **Status**, you will see your current position on the waitlist.





You can <u>cancel the hold</u> by checking its cancel box and clicking **Update List**. When asked if you would like to proceed, click **YES**.



You can <u>freeze a hold</u> by checking its freeze box. Click **Update List**. When asked if you would like to proceed, click **YES**. (*Freezing a hold ensures that you will get a hold at a later date. Simply deselect your item and click Update List when you are ready to read it).

