## **Booking (reserving) From the OPAC**

- Go to the School District Website. Under Staff, click District Resource Centre. Click Search Our Catalog.
- 2. Login to your patron account (top right), make sure school drop down menu says Sd#59 District Resource Centre and start a new search in the search bar. (If using the textbook order form links, you will still need to login.)
- 3. Once an item is selected click **Book Item** to bring up Booking window.



- 4. Enter your Booking
  - 4.1. Select the # of copies you need.
  - 4.2. Select the date you need the item (it will auto fill the length of time and coordinate your mail day)
  - 4.3. Select Delivery
  - 4.4. Select Book Item(s)

