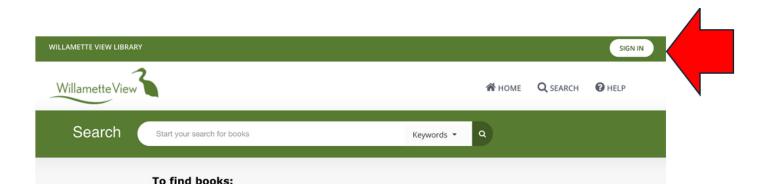
E-Reserves

How to Place an Electronic Reserve

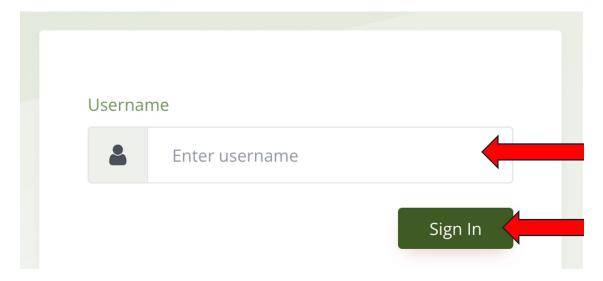
(You Can **Not** Check-out Electronically)

First -

- Email <u>library@wvresident.org</u> that you want to use e-reserves
 - Include your name
 - apt number
 - preferred phone number
 - preferred library pickup location (Court, Manor or Terrace)
 - preferred email address
- Once you've been authorized, Click the SIGN IN button, upper right of the Library page, https://15468.rmwebopac.com/



- Your username is your preferred email address you gave when you signed up
- Enter it in the pop-up box & click the green Sign In button



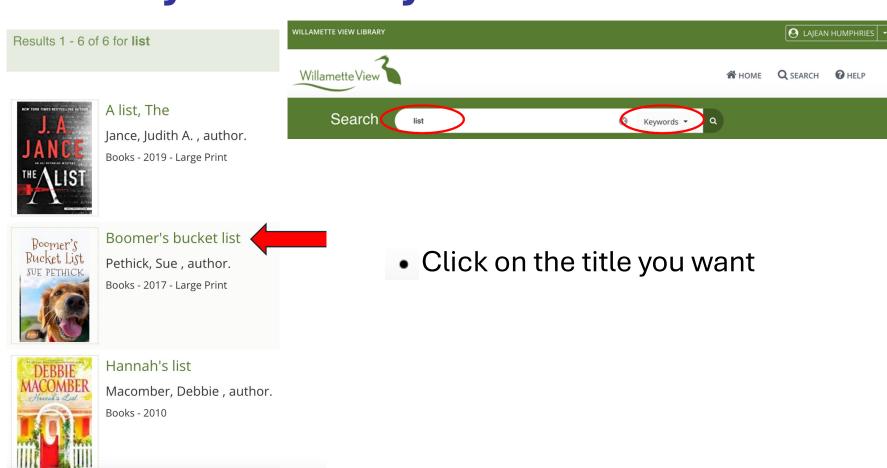
The first thing you see is your checked out

record: You will only see your circulation "checked out" book history after you became an authorized individual library patron

- Click on the Home link OR
- Click on the Search link



Search as you normally search:



Click the Reserve button below the book cover



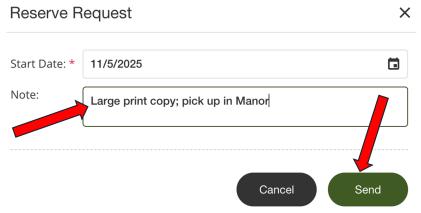
If book IS available

Go to the the library & check out the book!

If book is NOT available

• Place on reserve

- You may change the date to start the Reserve request
- Default date is today's date
- Enter the Branch (Manor, Court, or Terrace) where you want to pick up the reserved book
- Large Print if needed/available
- Click the Send button
- Books on Reserve must be picked up within 1 week of being notified that book is available



Success!

Your Reserve Request was successfully created

Your Reserve Request has been successfully sent to the librarian.

Ok

You Can also View Reserves & Circulation History



Click on the tab you want to view

The End

New Items



- Unfilled Reserves expire after 120 days
- If you have questions, ask a library manager
- See https://wvresident.org/activities/activities-directory/library-standing-committee

Thank you!