

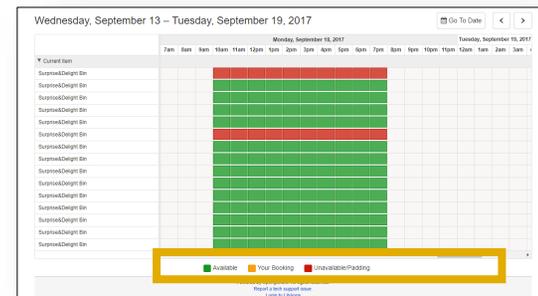
What You Need to Know Before Making a Reservation

- You must have a current email address attached to your library card account. If it is not up-to-date you will be unable to pick up or reserve your item.
- The minimum amount of time from now until you can pick up an available item is 7 days. The maximum amount of time a reservation can be made in advance is 90 days.
- You can reserve each type of item 2 times per month. If you cancel a reservation, it counts as one reservation toward your monthly total.
- To pick up your item, you must be at least 18 years of age, and have less than \$7.50 in fines on your library card. You can only check out items if you have a 'resident'-type library card.
- Checkout period maximum is 7 days. **There are no renewals or extensions.**
- Your item hold will expire 24 hours after your reserved pickup time. Your checkout time will be a maximum of 7 days from your reservation pickup date.
- Items must be checked in at the desk, or they will **not count** as returned. Please do not place these items in the book drop, they will **not be** considered to be returned. **Fines accrue daily** on overdue items, at \$20.00 per day.
- If you wish to reserve multiple items in one reservation, the same pickup time, date and location will be applied to all items in that reservation. Otherwise, you can place a separate reservation for each item.
- The person making the reservation must be the one picking up the item. They must present a valid Photo ID when picking up the item.** Anyone can return the item at the desk.

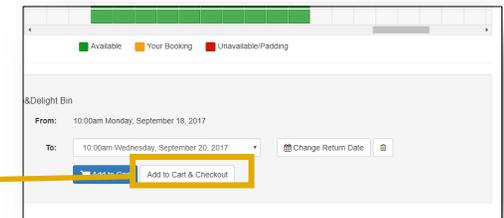
Visit <https://www.mylibrary.us/specialty-checkouts-libequip/>
Scroll down to the item type you want to reserve
Select your location



Select an available (green) start date and time.



Below this, you will see some drop down options to change the date and time.



Select a time and click **Add to Cart & Checkout**

You will now be prompted to log in with your library card and PIN (PIN is usually the last four digits of your phone number).

If you can't remember your PIN, call us or reset it online.

