

How to reserve library books using the online catalog

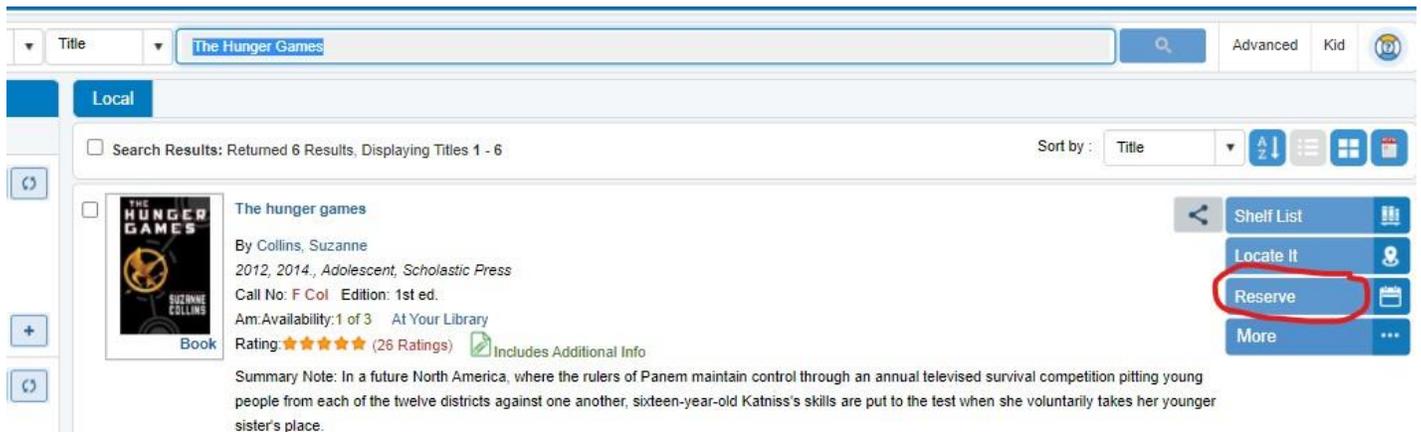
1. Open a web browser and go to the online library catalog: <https://lib.psdschools.org/Library/Home>
2. Make sure the library selected is for Fort Collins HS. Click Login in the upper right corner of the page.



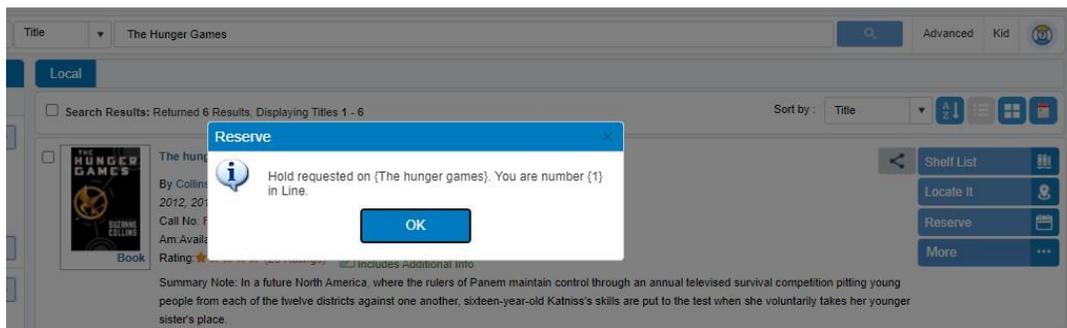
3. Login with your PSD username and password.
Make sure your name shows up in the upper right-hand corner of the page after you login.



4. Search for a book using the instructions on "How to search for a library book using the online catalog". When you find one you want, select Reserve on the right side of the screen.



5. Click OK when you get the prompt that your request is now on hold.



An automated email will be sent to the LTC and your book will be processed for pick up. You will get an automatic email to confirm your reservation and a separate email to let you know when it is ready to be picked up in the LTC. If you have any questions about your reserve(s) stop by the LTC.

If you want to see what you have already checked out or reserved, click on My Account>My Borrowing >Loan or Reserves. You may reserve up to 5 books and you can check out up to 10 books.

