### How to Check Your Book Out



Once you have found a book that you want to read that is available, click on the image of the book

A new screen will pop up. You will see the following links:



Select to borrow the book

This title can be borrowed for 21 days (Change your lending period)

To change your loan period time click this link



You choose whether you want 7, 14 or 21 day loan period.

Click save.

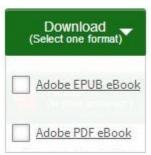


Or you may want to read this book but not at this time, you can add this book to your

wish list for later review

Once you have clicked borrow, you have a couple of more options.

You can download the book and then you can choose which option to download it. We recommend EPUB.



Or you can read the book straight from the browser.



If you check the book out or download it you will be asked if you want to renew it. This is available. Expires: Feb 28, 2014 only if another

reader has not put a hold on a book.

3:26PM O Renew

To place a hold on a book, simply click

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would like to place a hold. It will ask for your email address and will notify you

when the book is available. To view your holds simply click the holds icon.



Holds

To view your wish list click the Lists icon.



Lists

### Some Symbols I Should Be Familiar With



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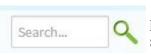
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## How Do I Find the Book That I Want?

There are a variety of ways to search for your book.



1. On the home page there is a search button

where you can search specifically for a title or author or go more general and pick a category.

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Advanced Search

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2. Choose Advanced Search and it allows you to enter both the author and the title of the book you want to find.

options.

3. Click Menu and several drop down menus appear providing multiple options to fine tune your search. Click on one of the selections and then pick from your