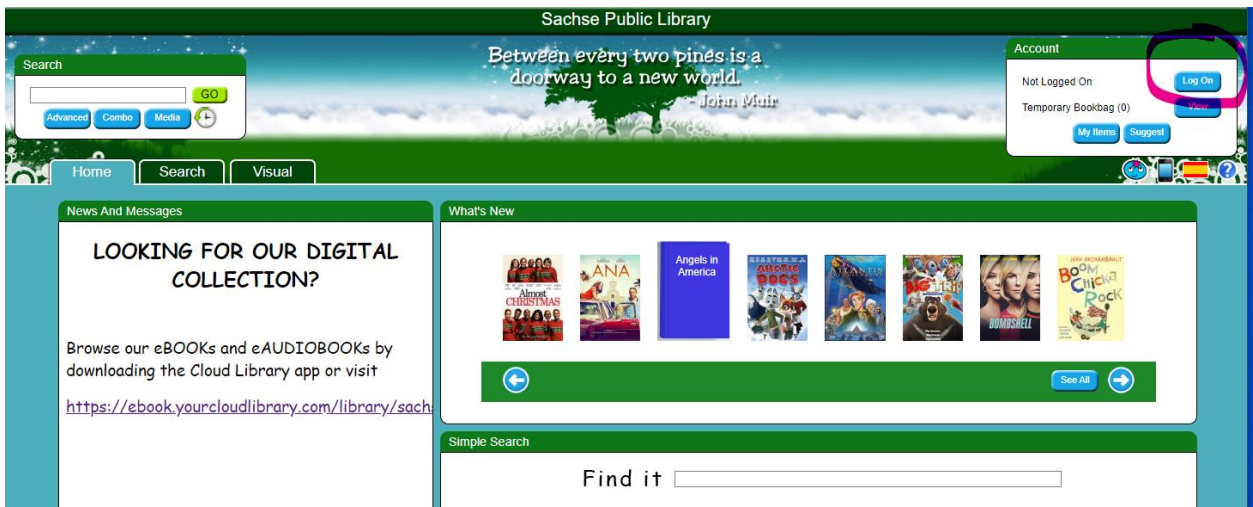


To Reserve an Item through SPL online catalog:

1. Visit the Library's online catalog:

<https://sachsetx.booksys.net/opac/sachse/>

2. Log in to your account. Enter your Library Card number (including the letter prefix) as the username. Your password is your online PIN, which is usually the last four digits of your phone number.

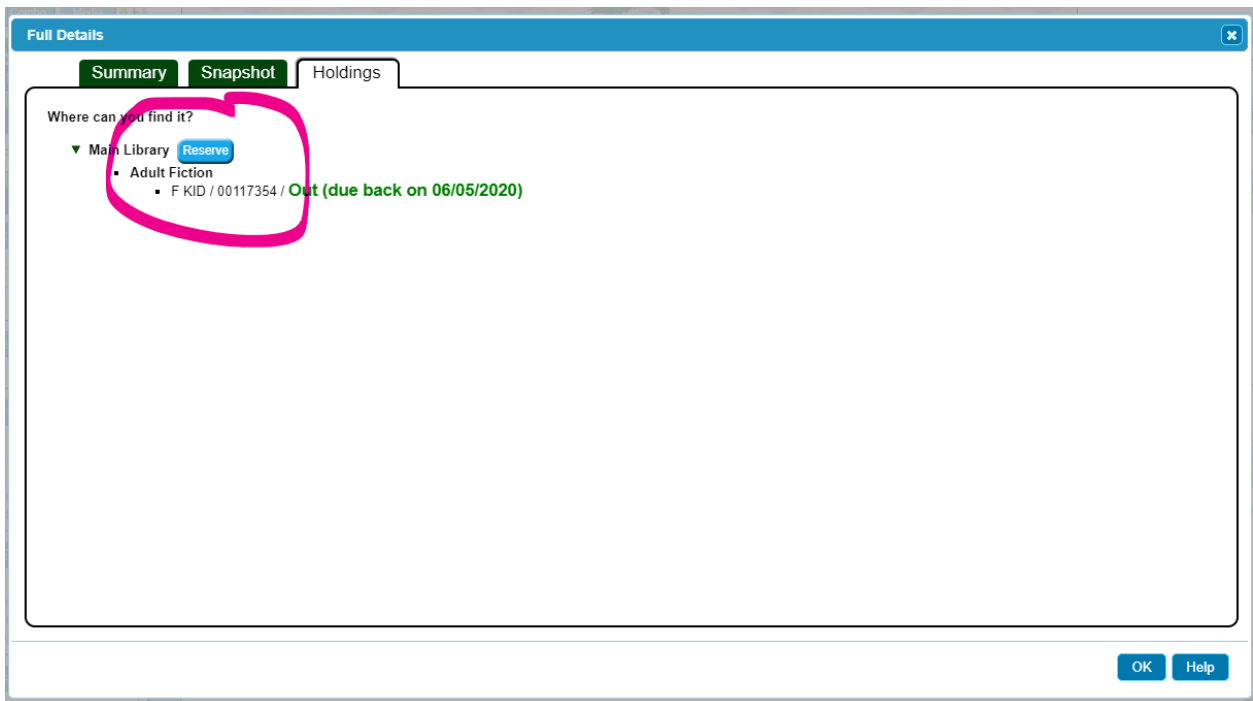


3. Search for the item you want to reserve. Enter the title, author, or other keyword in the search bar and click GO. Click on the item in the list of search results.

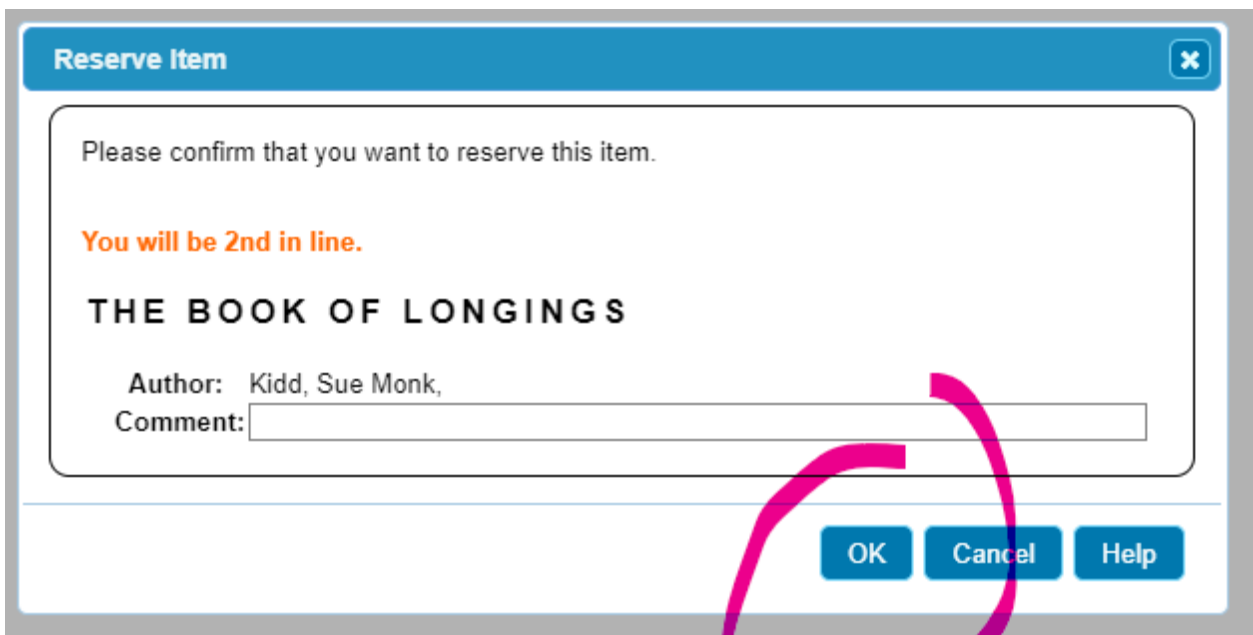
4. Click the RESERVE button.



5. Click RESERVE again on the next screen.



6. Click OK to confirm your reservation.



7. Repeat steps 3-6 for any other items you want to reserve.

**That's it! Your items have been reserved.
A staff member will contact you when your items are ready.**