

APAC Online Library Quick Guide:

Patrons accessing the online library will use the simple **Search**, **Reserve** and **Empty** process. Once items are reserved, the librarian will be notified of your request, and will mail the items out in a convenient mailbag. The APAC Lending Library allows for up to 4 books, and 2 DVD's to be circulated out for six weeks.

Patrons first need to obtain login access from the library by calling 866-944-1044, or by signing up online at www.childrensaid.org/apaclibrary.

To **search** items:

- Click "Home" to go view the iPAC main search screen, and type the any search criteria in the main search box. *Example: type "Adoption" or "What Size Shoes"*
- Press Enter, to search & review the list of results
- Click the check-box beside the items you want to reserve.
- Click "add to book bag" - the **blue icon**. If you continue searching and desire to add additional items to the bookbag this icon will appear as "update book bag."

The quick search box in the upper right hand corner by the hour glass icon can also be used from any place on the site to quickly search items.

To **reserve** items in the bookbag:

- Click "Bookbag" - **purple icon**, (top right).
- Click "Place a reserve on current bookbag" - **blue icon**, (bottom center)
- Click "Place a Reserve" - **blue icon**, (middle)
- Click "Reserve ALL items" - **blue icon**, (right)

To **empty** the bookbag:

- Click "Bookbag" - **purple icon**, (top right)
- Click "Update Bookbag" **blue icon** (top left)