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)