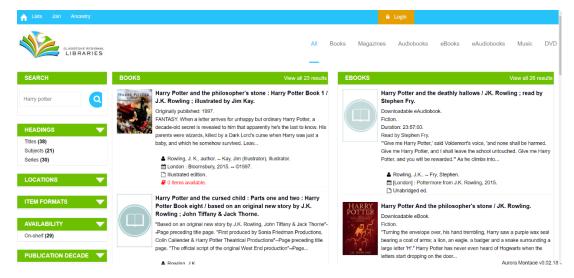
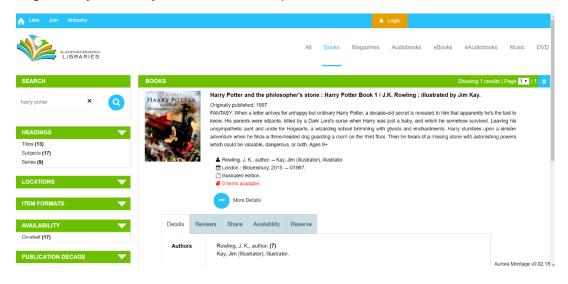
Search for a title/subject/author in the Montage library catalogue. Select a title or "View all" in the top right corner of each container. Click/tap on the required title to open the full record.

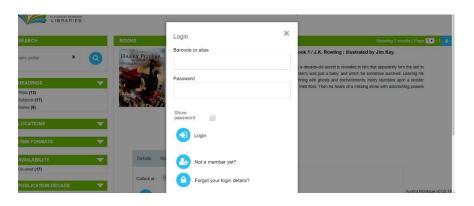


The full record will show you the items held and/or whether available.

Click/tap on Reserve – a pop-up login box will appear.

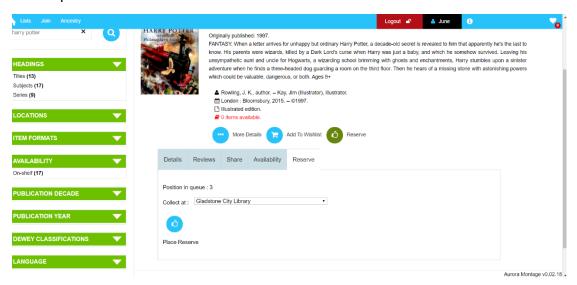
Login with your library card barcode and password.



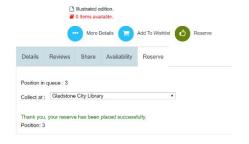


Select your pickup library (the default is your home library). "Position in queue" will tell you how many other people have a reserve on that title before you.

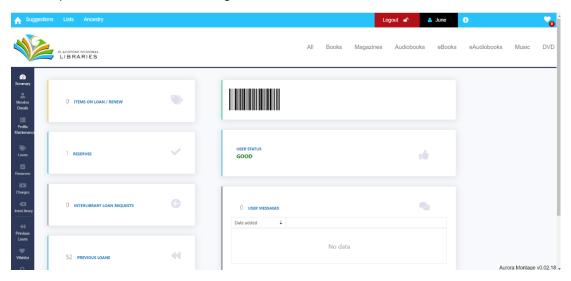
Click/tap on the blue "Place Reserve" button.



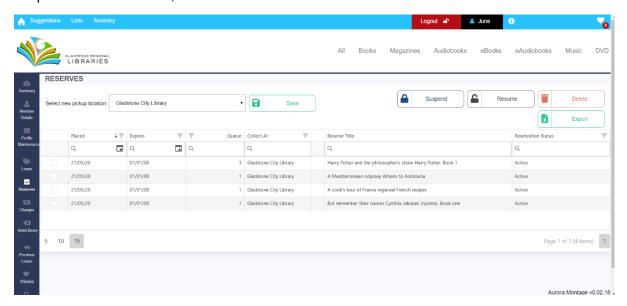
A message will appear if the reserve was successful



To view your reserves: click/tap on the Summary button in the blue left side menu Click/tap on the Reserves rectangle

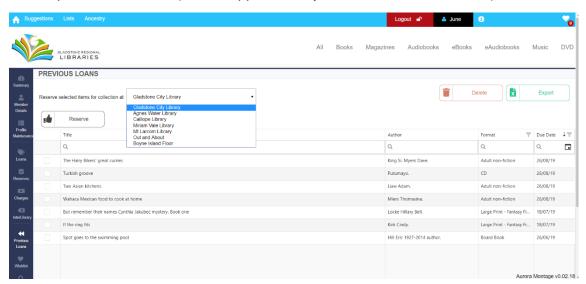


The Reserves for your library membership card will be shown with date placed, expiry date, position in the queue, pickup location, title, and active/suspended status. From here you can select one or more titles (use the square tick box on the left) to change the pickup location, suspend the reservation, or delete the reservation.



Use the drop down list to choose a new pickup location for any selected reserved titles (note: this change will not apply to any future reserves you place).

Click/tap the Save button (it will reappear after you have chosen a location)



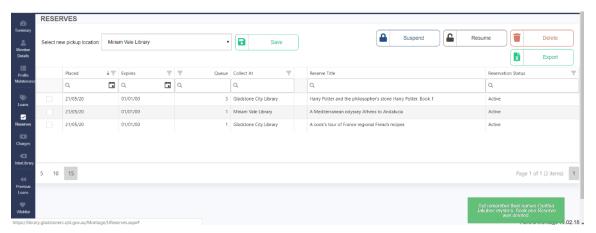
A message box will appear in the bottom right corner to inform you if the change was successful.



To delete a reservation: use a square tick-box to select the title you do not want reserved.

Click tap on the red Delete button in the top right corner.

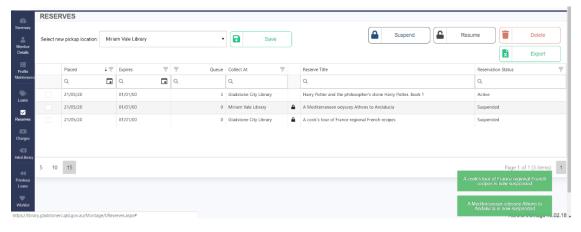
A green message box will pop up to confirm the title was deleted.



Reserves can be suspended if you find you will be away from the region when the title is likely to become ready for you to collect (you will need to remember to Resume the reserve).

Select the title(s) using the square tick-boxes on the left.

Click/tap on the Suspend button. A green popup box will confirm the suspension.



To make a reserve active again select the title(s) and click on the Resume button.

