

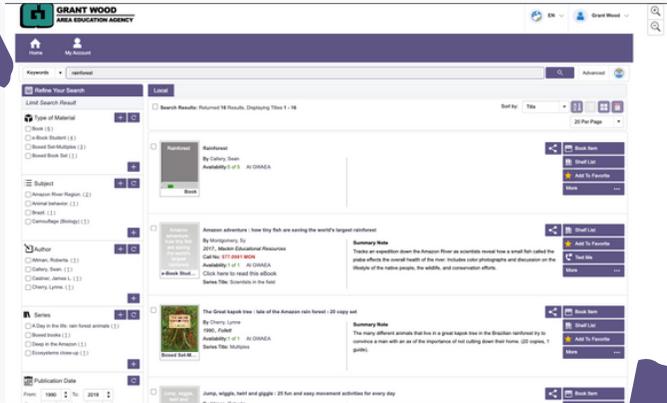
How to Book an Item in the GWAEA Library Catalog

LINK TO NEW CATALOG:
GWAEA.INSIGNIALS.COM/LIBRARY/LOGIN

1

Find Item

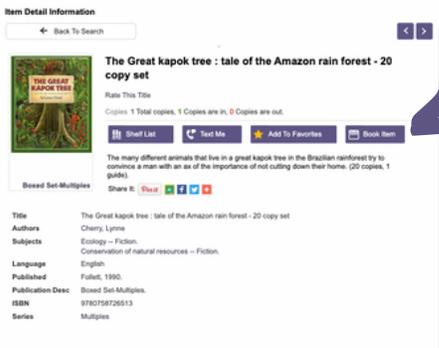
Search the catalog and find the item you would like to book and select it.



2

Select Book Item

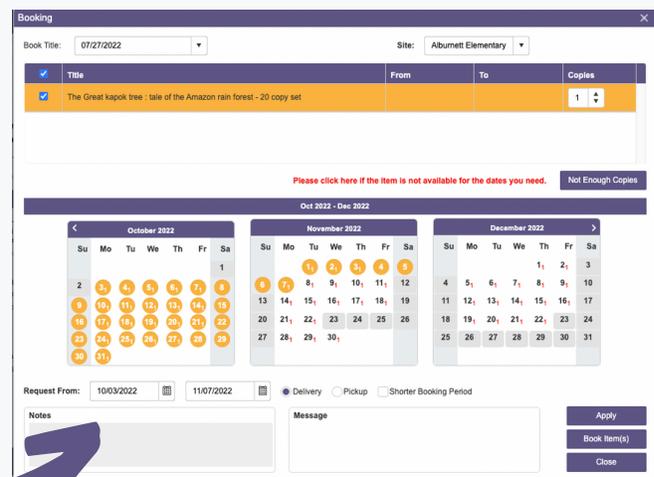
Select BOOK ITEM from the search results or from the item record.



3

Pick Date

Pick the date you need the item. The calendar will adjust to your building's delivery date closest to the date requested.



*NOTE: THE SMALL NUMBER INDICATES THE NUMBER OF COPIES AVAILABLE.

4

Book Item

Select the BOOK ITEM button and your booking will be confirmed if the item is available.

Oct 2022 - Dec 2022

October 2022

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November 2022

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Request From: 10/03/2022 11/07/2022

Delivery Pickup Shorter Booking Period

Notes

Message

Apply

Book Item(s)

Close

Booking

{1} copies of (The Great kapok tree : tale of the Amazon rain forest - 20 copy set) have been booked.

OK

Request From: 10/03/2022 11/07/2022

Delivery Pickup Shorter Booking Period

Notes

Message

Apply

Book Item(s)

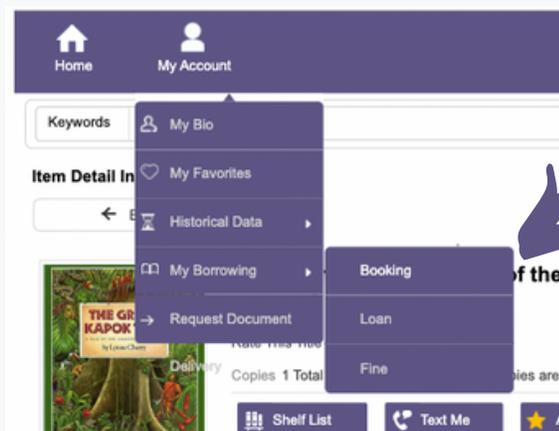
Close

Notes Field

This field will be completed by GWAEA team members to indicate if items may be missing or damaged

Advanced Options

If you select pickup you may come to the library and get the item. You may also shorten your booking period if you don't need an item as long and select the return date.



Check Bookings

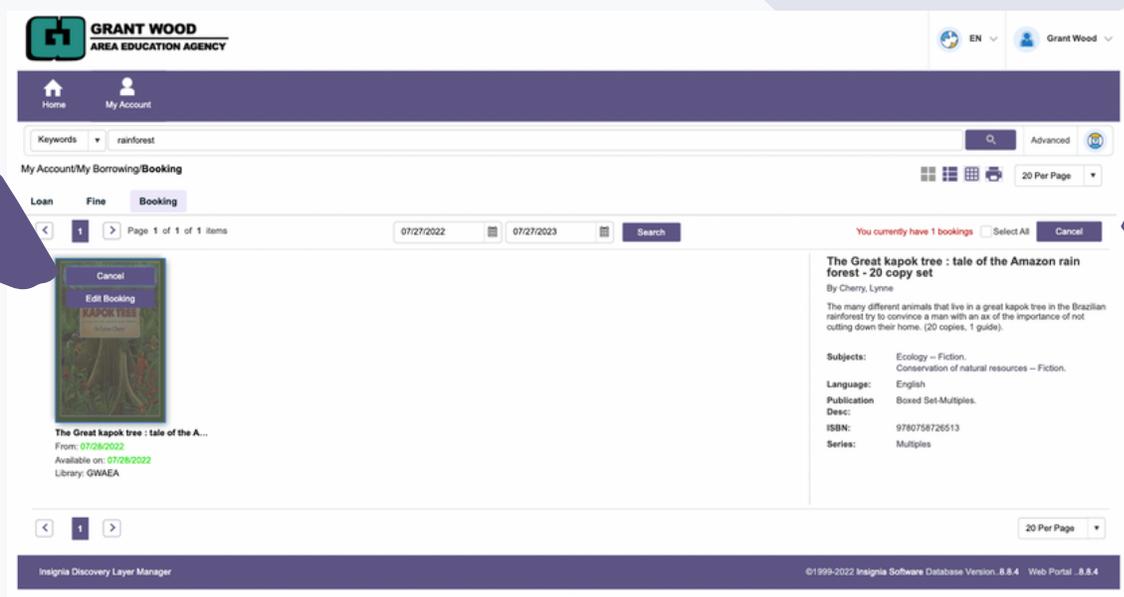
Under MY ACCOUNT -- MY BORROWING -- BOOKING -- you can see the items that you currently have booked.

Edit Booking

In the list of your bookings, you may EDIT your booking to modify booking dates or delivery information

Cancel Booking

Go to your booking list and you can easily check the item to cancel if a booking is no longer needed.



**If you need support contact our library team:
reservations@gwaea.org | 319-399-6754**