

PLACING A RESERVE (PATRONS)

Go to www.plantation.org/library

Click on ONLINE CATALOG & MY ACCOUNT

Click on My Account

The screenshot shows the top navigation bar of the Helen B Hoffman Plantation Library website. The logo on the left reads "Plantation grass is greener". The main title is "The Helen B Hoffman Plantation Library". Below the title is "ONLINE CATALOG". Navigation links include "Sign In", "My Account" (circled in yellow), "Guest List", and "Reset". A search bar is present with a magnifying glass icon. Below the search bar are buttons for "Enhanced Search" and "Search Results". A blue arrow points from the "Search Results" button to a text box.

Please **DO NOT SEARCH** until you select and open [My Account](#)

Enter **Login name and Password** (Both default login name and password are you library card number beginning with **HBH OR HBHJ**)

When on [My Account](#)

The screenshot shows the "My Account" page. A search dropdown menu is open, showing options: "Anywhere", "Author", "Subject heading", and "Title". Below the search bar, the user is logged in as "alex!". The page displays account information: Barcode: HBH001, Address: Plantation, FL 333, Telephone: , Email: . At the bottom, there is a table showing account statistics.

Loans	Holds	Reserves	Overdues	Fines
0	6	0	0	0

By clicking into the **Subject heading down arrow** other search options will appear. Choose the one that suits you best.

Enter your search term.

When your item appears click on it and this will display

Selected Items 0

<input type="checkbox"/>	Location	Call Number	Barcode	Status	# of holds	Due Date
<input type="checkbox"/>	HBHP	GRA BEN	0126039	Available	0	

[Reserve](#)



GRA
BEN

✓ 1 of 1 available
★★★★★ 0

Author: [Bendis, Brian Michael.](#)
Title: [Invincible Iron Man. Reboot / Brian Michael Bendis.](#)
Publisher: New York : Marvel Worldwide Inc., [2016]
ISBN: 9780785195207

Select  and then click on Reserve.