Using the JCLS Library of Things

1. The Library of Things (LOT) can be accessed from jcls.org. Go to Books & More on the navigation bar and select Library of Things.
2. You can access the catalog by selecting **Things Catalog** from the page tabs at the top.
3. In order to view item availability, **Log In**, using the link in the upper right corner. Enter your Library Card Number and PIN (as used for other library services). If you do not know your PIN, you will need to contact the Library to proceed. If this is your first time signing in, you will also be prompted to accept the user agreement.
4. Select **Catalog** from the navigation menu and browse for an item to reserve. You can use the search box, filters, or locations dropdown to narrow results.
5. After selecting an item from the results, further information about the item, availability, and the current location are displayed. (Some information is not available until after you Log In.) Items that are currently in stock at a branch with no upcoming reservations may be picked up directly during open hours. All others can be received by making a reservation and shipping to your local branch.
6. To begin a reservation, select a start day on the calendar displayed beneath the item. Select your **Pick-up Location**, as well as the **From** and **To** dates using the two calendars. (Reservations may be made for up to 21 days. Days your pick-up branch is closed will not be available for selection to avoid problems when returning items. Library of Things items must be returned to the circulation desk during open hours and may not be placed in a book drop.) Once dates are selected, click **Start**.
7. Your reservation has now been placed in your cart. You may be able to add an additional item to this reservation by clicking the reserve button. (There is a limit of two items per user which may prevent additional items from being added to your reservation.) To proceed with the check out, go to the Cart icon, and click **Cart** when it appears.
8. Confirm that the dates and items are correct for your reservation. Use the **Change** button to make adjustments, or remove items from your reservation. Once you are ready to submit your reservation, click **Submit Reservation**.
9. You will receive a confirmation email that your reservation was received. You will receive another email when your reservation is ready to be picked up from your chosen location. If you do not have your email on record, please contact the library to update your account.
10. To view your current, past, or upcoming reservations, use the account menu in the upper right. You can also **Log Out** of the system using the link in the menu. (Only Library of Things items are displayed in your account. For your regular library titles, visit the Main Catalog from jcls.org.)

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