Getting Started

1. You can navigate to the JCLS Library of Things landing page by going to **WWW.JCLS.ORG**. Click on **MENU** --> **EXPLORE** --> **LIBRARY OF THINGS**.

2. Click on **Browse the Catalog**, and then select the **Catalog** link. You can browse without being logged in, but unless you log in, you won't be able to see the option to reserve anything.

3. When you're ready to reserve an item, **Log In** at the top-right side of the Catalog page. You must be logged in to see the option to reserve items.
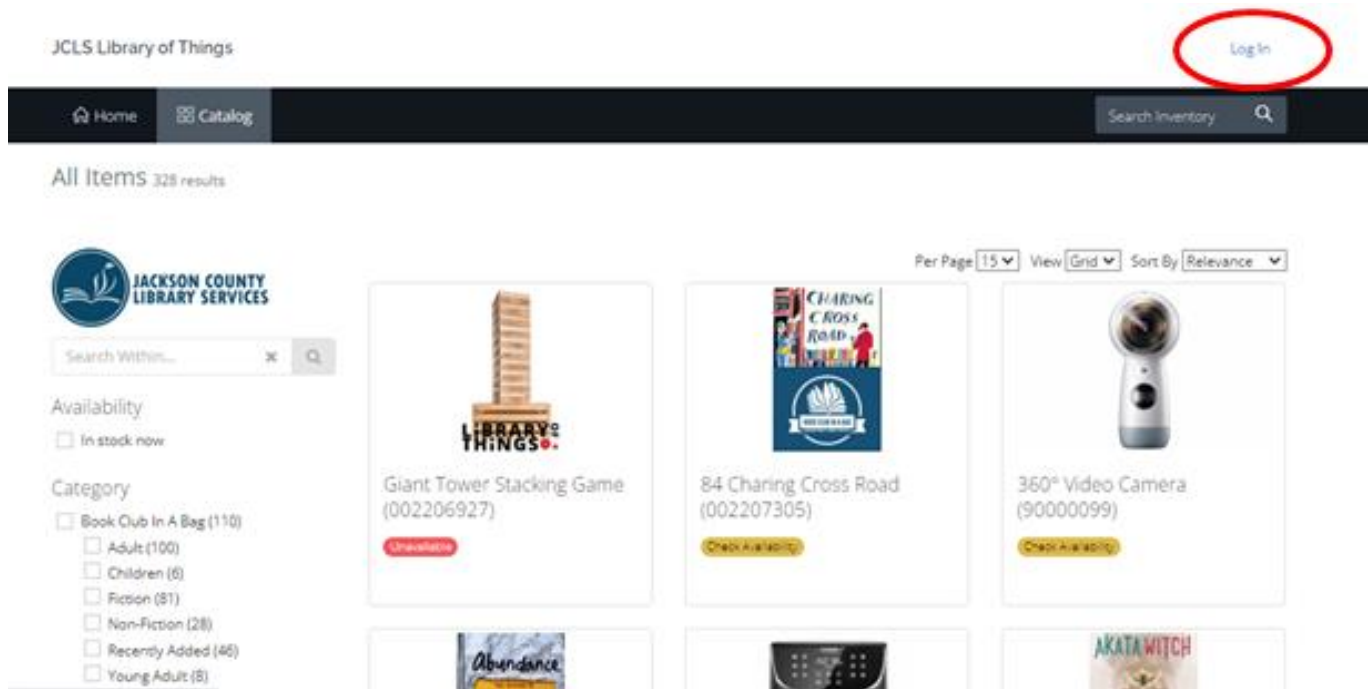
4. The sign-in box will load. Enter your **library barcode number and PIN.** If you do not remember your PIN number or need to update it, please contact library staff.

5. If this is your first time signing in, you will also be prompted to accept the Library of Things agreements.

Before you can reserve and check out Library of Things items, you must read and sign the Library of Things agreements.
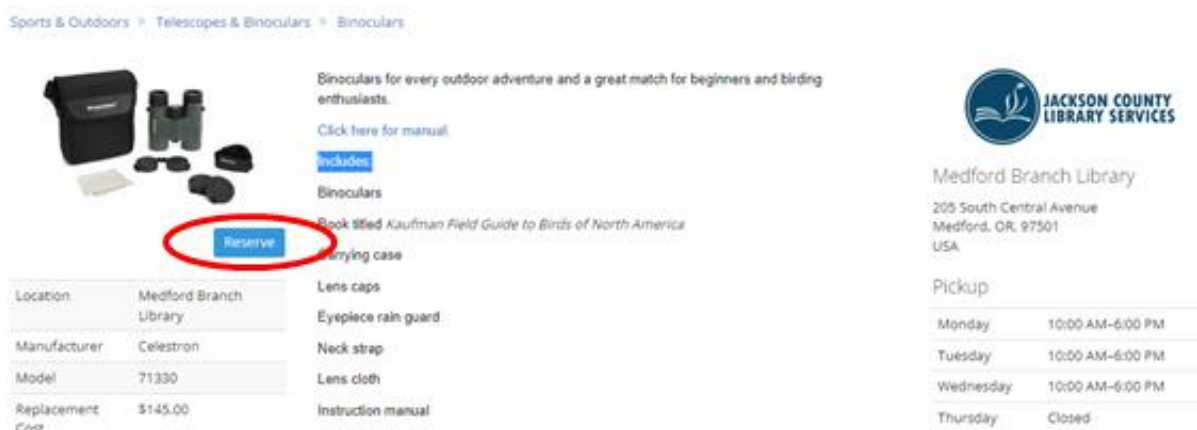
Reserving Library of Things Items

1. **Log in.** Your name should appear in the upper-right corner.

2. In the **Catalog**, find and select the item you would like to reserve, and select **Check Availability** to view a calendar of available dates for the item.

3. *Unavailable* periods show as follows:

   Unavailable "buffer periods" will show as gray (This buffer allows time for transfer between branches and provides staff the opportunity to get items ready for the next reservation).
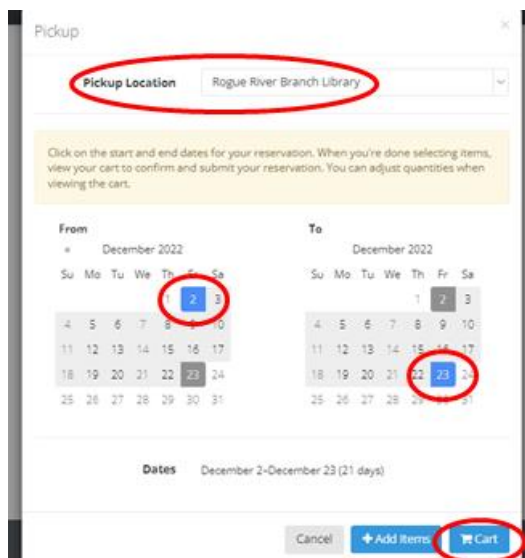
   Existing reservations will show in blue, as "Reserved".
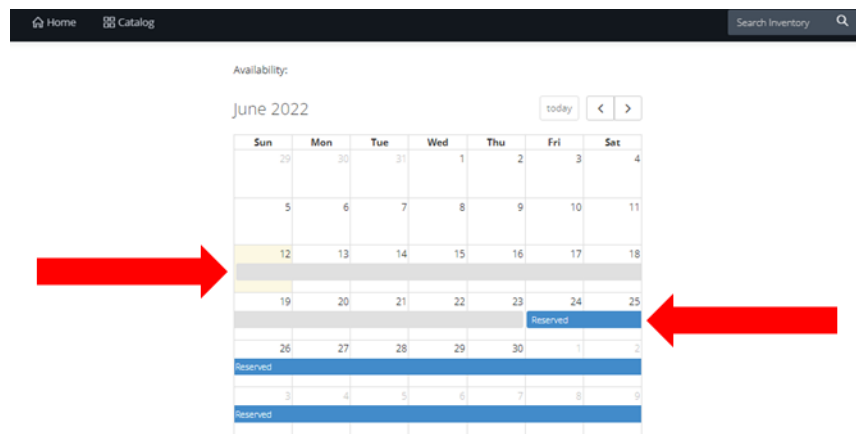
4. Click the blue **Reserve** button on the item **or click the desired date** on the reservation calendar. You will not see the reserve button if you are not logged in.

5. A calendar opens up. Select your desired **pick-up location.**

6. Choose the reservation's **starting date** on the left calendar, and a **return date** on the right side. You can do **21-day check-outs** for Library of Things items and **42-day check-outs** for Book Club Bags. You can select an earlier return date (shorter borrowing period) if you like.

7. Click ![Cart] to add the item to your reservation cart.

    *You can add an additional item for the **same dates** by clicking on the additional item's blue **Reserve** button. Reservation details may be changed later as needed.*

8. Mouse over the **Cart icon** at the top of the page, and then click on **the blue arrow next to the word "Cart"** to preview your reservation.

9. Review your reservation start and end dates. Click **Change Dates** or **remove an item** if needed.

10. Then click ✓**Submit Reservation**. You will get sent an email confirming the new reservation (***Email is the only way to be notified for Library of Things items and book club bags).***

NOTE: *When selecting your reservation dates, if you get an error message that says "**Only 0 available for the dates selected**", it most likely means that you've selected an item that is unavailable for your selected start dates. This could happen for one of two reasons:*

   a. *The item is already scheduled to be checked out during your selected time; or*

   b. *You've selected a time within the item's buffer period.*

Reservation Cart

Membership type limits check outs to a maximum of 2 items ✕

Dates   Jan 25, 2022–Feb 15, 2022   📅 Change Date(s)

Pickup Location
Eagle Point Branch Library
239 West Main Street
Eagle Point, OR, 97524
USA

Pickup

	Name	Location	Requested	Actions
❌	360° Video Camera	Eagle Point Branch Library	1 Only 0 available for the dates selected.	Remove

Notes or requests about this reservation:

🔄 Save   Add Items   ✔ Submit Reservation   🗑 Cancel Reservation

Simply **change your reservation dates** to resolve the issue, or **contact your branch** for assistance.

Your Library of Things Account

To manage your Library of Things account, log in and mouse over **the drop-down menu next to your name** in the upper-right side of the screen.

*NOTE: This view will only reflect your **Library of Things** and **Book Club Bag** activity. Other library materials such as books, audiobooks and DVDs are still viewed in the **JCLS Main Catalog**.*

In the drop-down menu, you'll see the following options:

➢ **Account:** Select this to view and update contact information for Library of Things. *You'll need to have **an email address saved in your contact information** to receive notifications about Library of Things and Book Club Bag Items.*

➢ **Loans:** Select this to see a history of items you have borrowed from the Library of Things.

➢ **Reservations:** Select this option to view or change upcoming Library of Things reservations.

➢ **Transactions:** Select this to view a complete history of Library of Things transactions made with your library card.

➢ **Log Out:** When you are finished, log out to close out of your Library of Things account.

Still stuck? Call your branch, or any open JCLS library. We are happy to help!