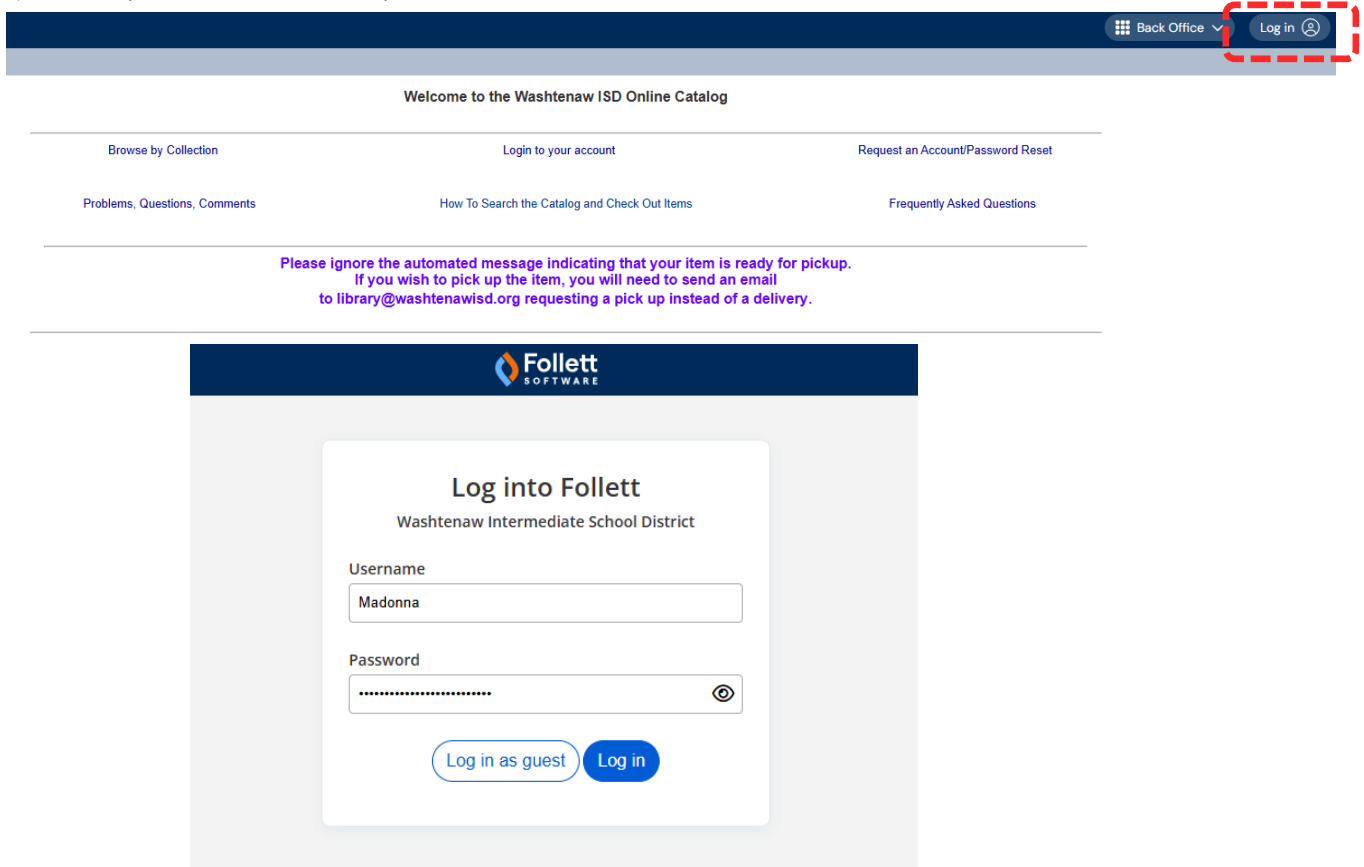


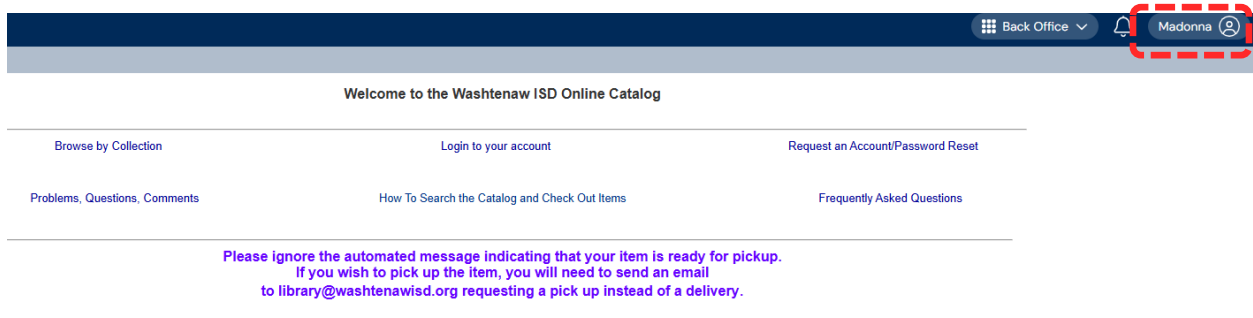
## How to Check Out an Item from the WISD Online Catalog

From the [WISD Online Catalog](#) home page:

- 1) Select “Login In” in the upper-right corner.
- 2) Enter your username and password.



- 3) Once you are logged in, your name will appear in the upper-right corner of the website.




- 4) Select “Library Search” under the “Catalog” tab in the left column.
- 5) Choose the “Basic” tab in the upper-right corner and then type in the name/keywords of the item you are looking for into the search bar.

Once you search for your keyword, a list of related items will appear in order of “relevance.” This can be changed using the “Sort by” box at the top.

- 6) Click on the title of a relevant item to view the details. The item title and description, as well as the item’s availability, will be displayed.
- 7) Click “Hold It!” at the upper-right corner to reserve the item. (Unavailable items are items that are currently checked out to other patrons. Clicking “Hold It!” will place you on a waiting list for that item.)

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After your click “Hold It!” a screen confirming how many copies of the item you would like will appear. Choose how many you would like and click “Save.”

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