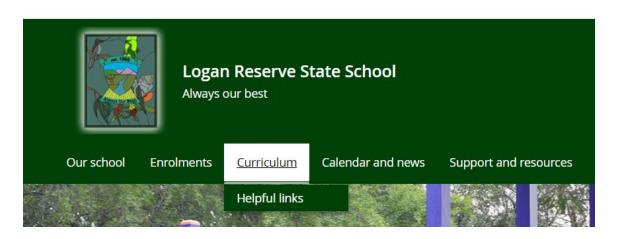
# **How to access the school library**

Students are able to browse the catalogue for books in the school library. They are also able to make a reservation for books. Students will be notified by email when their book is ready to collect.

### Go to school website - https://loganreservess.eq.edu.au/

1. Click on Curriculum and then Helpful links



2. Click on the orbit link



3. Click on Login in upper right corner



4. Use the user name and password on your/your child's password lists



### 5. Use the navigation buttons search for books



Home: return to main screen

Search: search for specific books, using: word, subject, author, series etc



Pick & Click: Search using pictures to select subject areas.



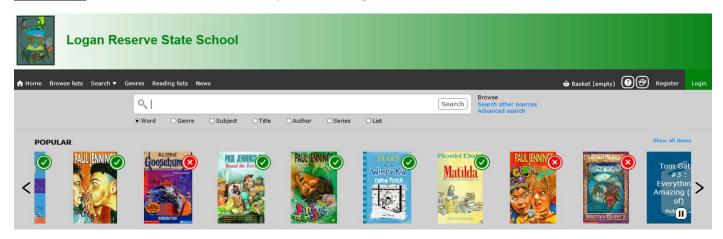
New: search new books that have come into the library.

**Ebooks:** free ebooks that can be downloaded to read.

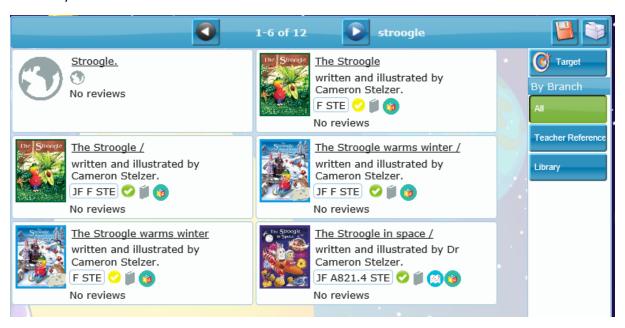
My library: current loans and loan history



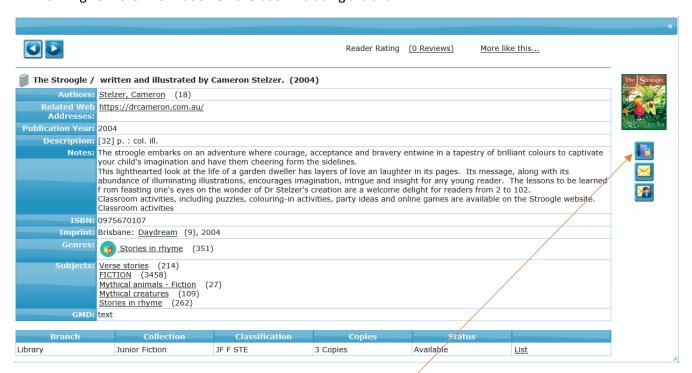
Leave orbit: will take students to another style of searching



6. When you have found a book of interest. Click on the link or book cover.



7. This will give more information on the book including a blurb



It will also tell you if the book in available, on loan or missing.



8. If you would like to reserve this book click on the



The message will appear:

Students may reserve a book that is currently on loan, however they will need to wait patiently until it has been returned to the library. When it becomes available students will be notified that it available for borrow.

# Cancelling a reservation

1. If you wish to cancel a reservation click the home button and go to My Library.



2. Click on the Reserves tab



3. Click the X beside the book you wish to cancel the reservation for can confirm that cancelation.



# **Frequently asked questions**

What sections can I/my child borrow from?

### Prep and year 1

1 book from either junior fiction or junior non-fiction

#### Year 2

Up to 2 books from junior fiction, junior non-fiction and quick fiction

#### Year 3

Up to 3 books from junior fiction, junior non-fiction, quick fiction, fiction and non-fiction (either 2 fiction and 1 non-fiction or 2 non-fiction and 1 fiction)

#### Year 4 - 6

Up to 4 books from junior fiction, junior non-fiction, quick fiction, fiction, senior fiction, senior picture books and non-fiction. (maximum of 2 fiction or 2 non-fiction at any one time)