

Reserving Materials



Reserving Items via Phone or Email

You may reserve items by giving us a call at 512-268-7411 or sending an email to: [circulation \[at\] cityofkyle \[dot\] com](mailto:circulation@cityofkyle.com) (circulation [at] cityofkyle [dot] com.)

If you send an email, please include your account number, the title of the book, and, if possible, the author's name. We will contact you after we've processed your request.

Reserving Items On-Line

Please note: When you reserve items on-line that are available, please wait until you've been contacted by us and told that the items are available for pick up.

Before you can reserve any items on-line, you need to access your account.

Accessing Your Account

After accessing the "On-Line Public Access Catalog", (the link for this is at the bottom of the page), you may access your account by doing the following:

1. Click on "My Items" at the top of the screen.
2. Enter your library card number in the "Patron User Name or Barcode " field.
3. Enter your pin or password in the "Patron PIN" field.
4. If you have any items checked out, they will be displayed by title with due dates.

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5. Look up the item you wish to reserve in the catalog

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6. Click on the title of the item
7. Scroll down until you see the "Reserve Item" in bold letters.
8. Click on "Reserve Item."
9. On the next screen titled "Please Confirm You Want To Reserve This Item", click on "Confirm your Reservation."

Please note: If there are multiple copies of the item, you should reserve all of them. When you reserve all copies, you will receive the first copy that becomes available.

At this point you may scroll down to the bottom of the page to the "Items You Have Reserved" heading. You should see your item or items displayed under this heading.

If the items are in, we will pull the items and place them on the reserve shelf, and you will be contacted. After being contacted, you may pick them up at your earliest convenience!

If the items are checked out, we will give you a call when the item(s) are returned to the library.

We hold reserve items at the front desk for one week.

You may access our on-line catalog by clicking on this link: [On-Line Catalog](#)

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