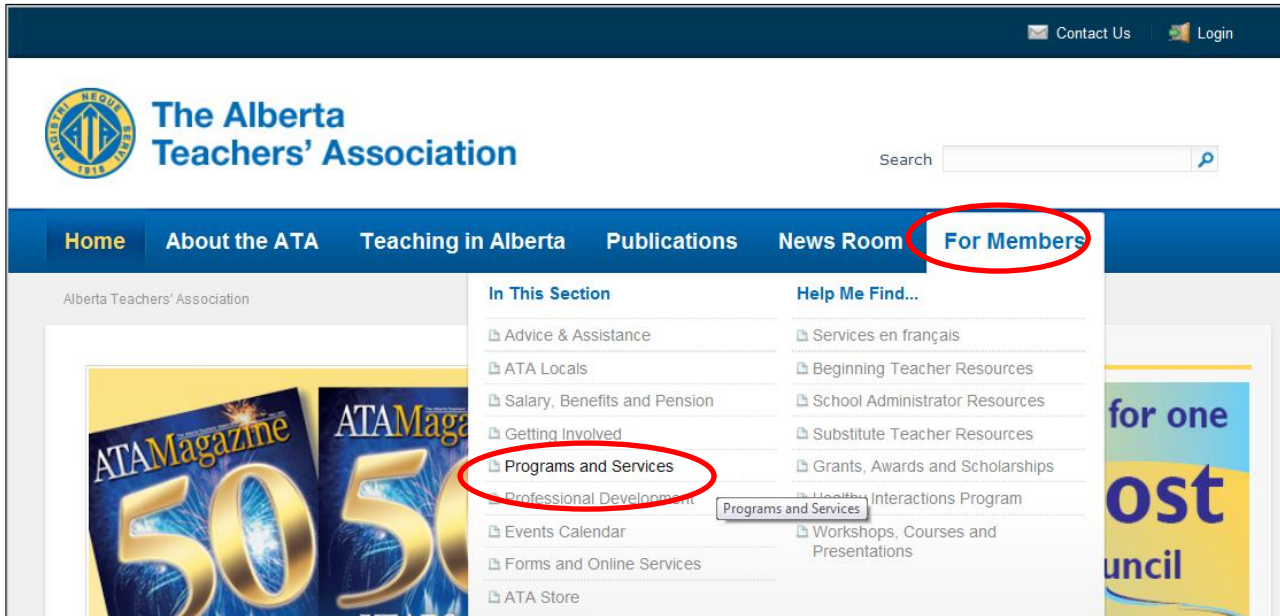


How to Place a Reserve on a Book or Video

First you need to find the **Library Catalogue**:

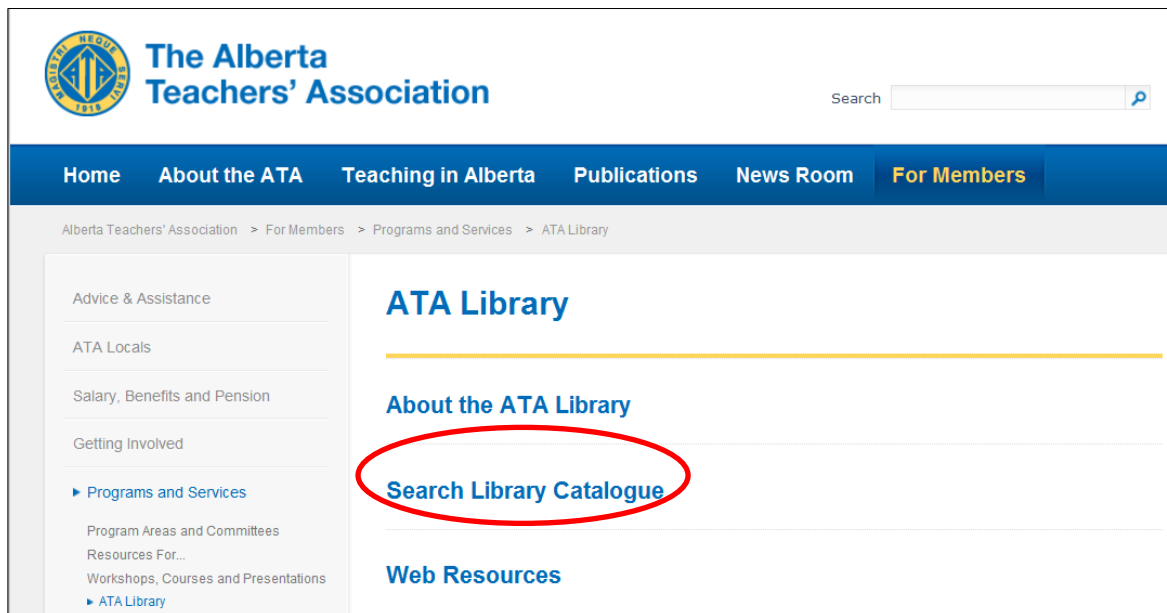
On the ATA website (www.teachers.ab.ca), click on **For Members** and select **Programs and Services**.



Click on the link to the **ATA Library**.

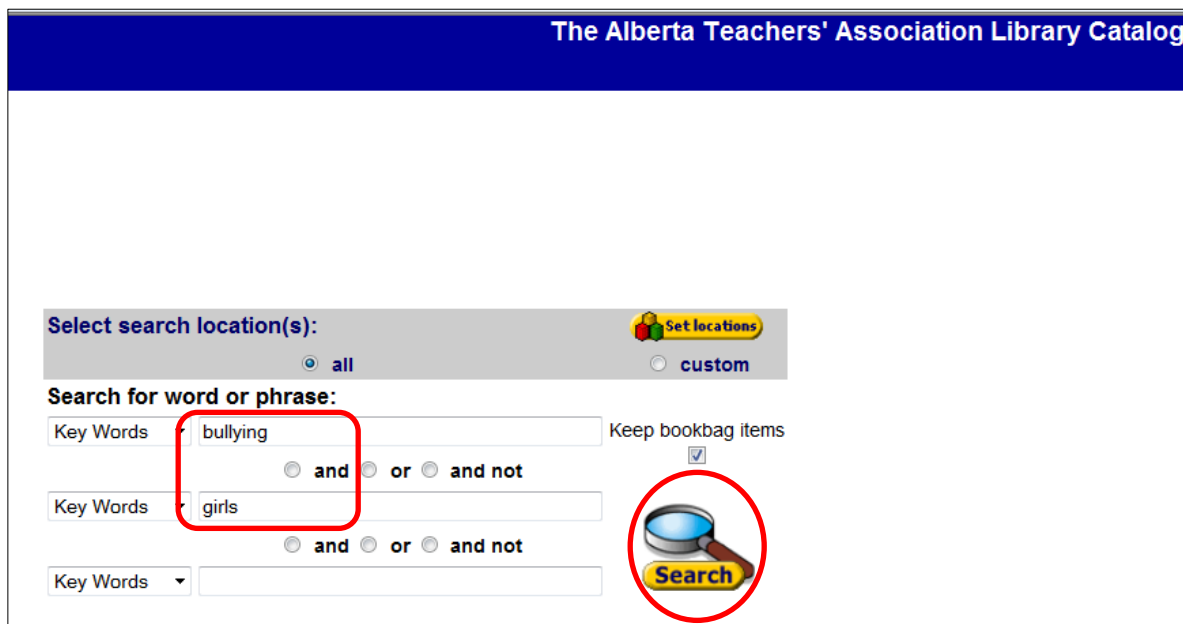


On the Library page, click on **Search Library Catalogue**.



The screenshot shows the homepage of The Alberta Teachers' Association. The header includes the ATA logo and name, a search bar, and a navigation menu with links: Home, About the ATA, Teaching in Alberta, Publications, News Room, and For Members. A breadcrumb trail indicates the current location: Alberta Teachers' Association > For Members > Programs and Services > ATA Library. On the left is a sidebar menu with categories like Advice & Assistance, ATA Locals, Salary, Benefits and Pension, Getting Involved, and Programs and Services. The main content area is titled 'ATA Library' and contains links for 'About the ATA Library' and 'Search Library Catalogue' (which is circled in red), and a 'Web Resources' section.

Enter in your search terms, and click the **Search** icon.



The screenshot shows the 'The Alberta Teachers' Association Library Catalog' search interface. It features a 'Select search location(s):' section with 'all' selected and a 'Set locations' button. Below this is a 'Search for word or phrase:' section with three 'Key Words' input fields. The first two fields contain 'bullying' and 'girls', and the third is empty. Between the fields are radio button options for 'and', 'or', and 'and not'. To the right of the input fields is a 'Keep bookbag items' checkbox. At the bottom right, there is a magnifying glass icon and a 'Search' button, both of which are circled in red.

If you are interested in one of the title, click on the **Copies** button for that title.

Search results for: bullying AND girls					The Alberta Teachers' Association Library Catalog	
Keep	Title	Author	Call #	Type		
<input type="checkbox"/>	Safe schools '99		371.782 S128	book	Copies →	
<input type="checkbox"/>	Girl wars 12 strategies that will end female bul	Dellasega, Cheryl	302.34 D357	book	Copies →	
<input type="checkbox"/>	Bullying by tween and teen girls a literature, p	O'Neil, Susan	302.3 O58	book	Copies →	
<input type="checkbox"/>	Understanding girl bullying and what to do about		371.782 U55	book	Copies →	
<input type="checkbox"/>	Bully girls		AV	video/dvd (advance)	Copies →	
<input type="checkbox"/>	Relational aggression in girls bullying behavior		AV	video/dvd (advance)	Copies →	
<input type="checkbox"/>	Bullying behavior in boys and what to do about i	Ditter, Bob	AV	video/dvd (advance)	Copies →	

In this instance, the book is out to another ATA member, but you can put it on reserve so that it is sent out to you as soon as it returns to the library. Click on the **Reserve** button.

Copies: Understanding girl bullying and what to do about				The Alberta Teachers' Association Library Catalog	
Location	Call #	Barcode	Status	Volume	
The Alberta Teachers' Association Library Catalog	371.782 U55	56018	Out		Reserve

Enter in your Library ID number, as well as your first and last name, then click **OK**.

User Verification	The Alberta Teachers' Association Library Catalog
<p>To reserve library materials, ensure that you have done the following:</p> <ul style="list-style-type: none">- Obtained a valid Library ID Number. If you do not have a Library ID Number (or if you have forgotten your Library ID Number), fill out and submit the Library User Application Form.- Notified the library of your current contact information. If you have moved since last using the library, fill out and submit a Change of Address Form. <p>Please enter the following data for authentication purposes.</p> <div><div>Library ID Number: 3773</div><div>First Name: John</div><div>Last Name: Doe</div></div> <div>OK</div>	

Follow the instructions on the page; click the **Reserve** button at the bottom of the page to complete your reserve request.

Reserve

The Alberta Teachers' Association Library Catalog

Patron Name: John Doe
Title: Understanding girl bullying and what to do about it strategies to help heal the divide
Copies in: 0
Copies out: 1
Number of reserves: 0

Click the **Reserve** button (below) to place this item on reserve.

Home

Help

Back

Show results

Reserve

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You will see this pop up window. Click **OK**.

