We have curated lists of titles into Topic Lists which will make it easier to see all of the resources we have available and book them. Click on the icon that says "Topic Lists".



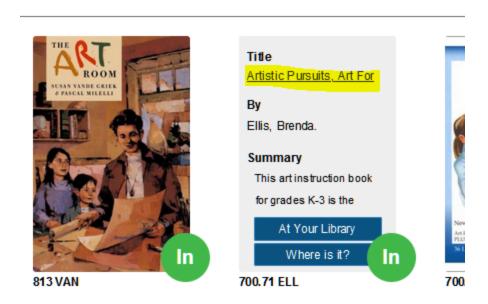
The next screen will show a list of topics by **grade** and by **subject**. Many have sublists. If you are looking for grade specific material, just click on the Grade to see the curriculum associated with it:



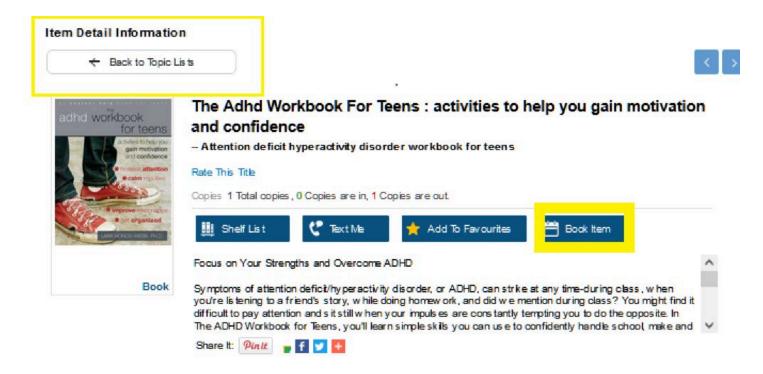
This is the Grade 3 List. On the left, you will see a scrolling list of Subjects. When you click on one you will see a large box that shows the titles. If you hover over the title, a balloon pops up with information about the title. Use the arrow keys to go to the next page or change the number of items showing per page.



Click on a book cover, then click on the Title.



You will be taken to the Title Details page where you can book the item by clicking on the Book Item icon



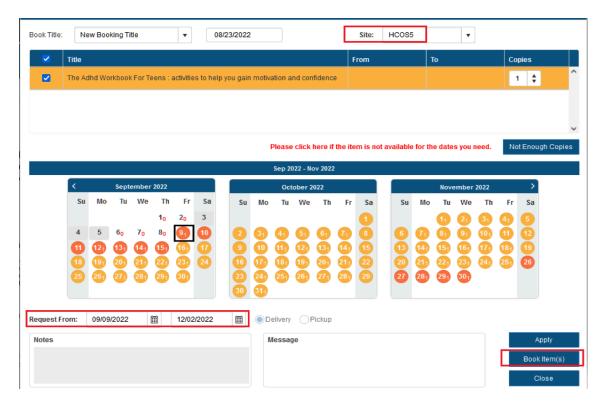
Please note:

- An item that is "out" can still be booked for a future date, unless it is fully booked for the year.
- Some items have links that will take you to an external website for more information
- Some items have downloadable content, so technically they are not "out" because you can access the content via the link. Just click on the link to go to the website.
- The loan period is ten weeks.

Booking items

When you click on "Book Item", a calendar will appear (see image below). The small, **red** numbers indicate how many copies are available on that requested day. On the left, you will see your unique shipping "Site". In the screenshot below, the Site is HCOS5, which means this patron is 5 shipping days from Kelowna. Be sure to choose a date that allows the number of shipping days before you want to receive your items.*The system will automatically change your date to allow for the correct shipping days. Click on the date. In this example, Sept. 9th was chosen. Next, click "Book Items".

Shipping days are highlighted in orange on the calendar, (weekends and holidays are not included as shipping days).



You will see a confirmation pop up if it is successfully booked, and receive an email confirmation.