



Book Club - Booking Instructions

Each Book Club Can:

- Book up to 6 months (180 days) in advance
- Borrow 2 Book Club Sets at a time
- Have a maximum of 7 bookings on their online account
- Loan each title for a maximum of 6 weeks (43 days)

Making a booking on the Libraries ACT website:

1. Before making a booking, you will first need to log in to your book club account on the [Libraries ACT website](#). (If this is your first-time logging in, please use the temporary password you have received via email).
2. Under Dashboard there is an option called **Book Club Sets**, which will only appear for Book Club accounts. When you select this option, there will be two ways to find Book Club Sets to borrow:
 - a) To Find a Particular Set: Enter a book title into the **Anywhere** field and choose **Book Club** in the Collection field. Click **Search**.

My account

Dashboard

Book Club Sets

Current loans

Available for pickup

New alert profile

☒ Recommended for you

Personal details

Make a Payment

History

Cancel my membership

+ Add new saved list

View all saved lists

Search

Anywhere

Keywords

AND

Period required:

day/month/year

day/month/year

Start and end date for the period this kit must be available for

Collection:

All collections

Book Club

Clear

Search

Options

Records per page:

5

Sort by:

Title



(Please visit our [website](#) for the complete list of Book Club titles).

- b) Browsing available Sets in the collection: You can browse the book club collection by entering your desired loan dates in the **Period required** field, and then selecting **Book club** in the Collection field.

When you are ready, click **Search**. (This will only bring up titles that are available for your chosen period.)

Search

Anywhere Keywords AND

Period required:

Start and end date for the period this kit must be available for

Collection:

Options

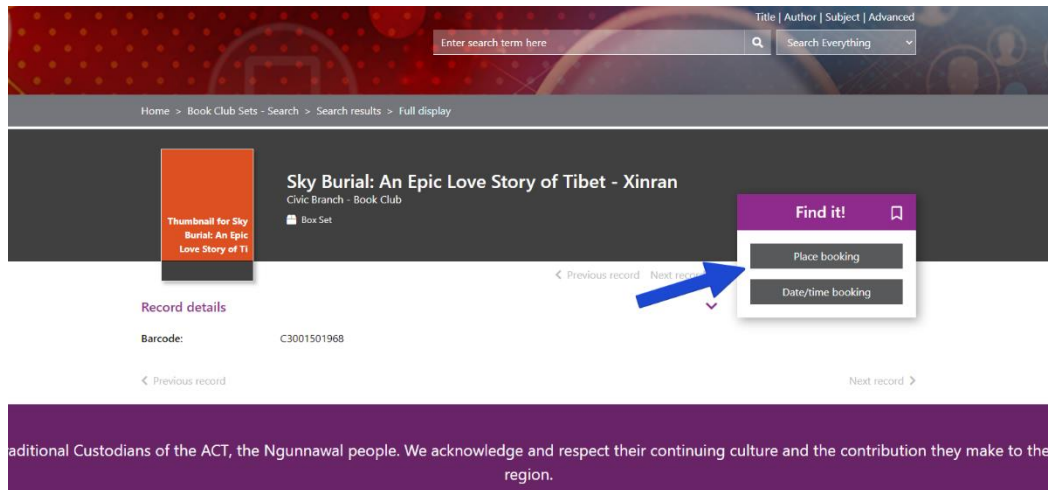
Records per page:

Sort by:

3. A list of Book Club Sets will now be listed alphabetically on your screen.
4. When you have found the title of your choice, click on its title.



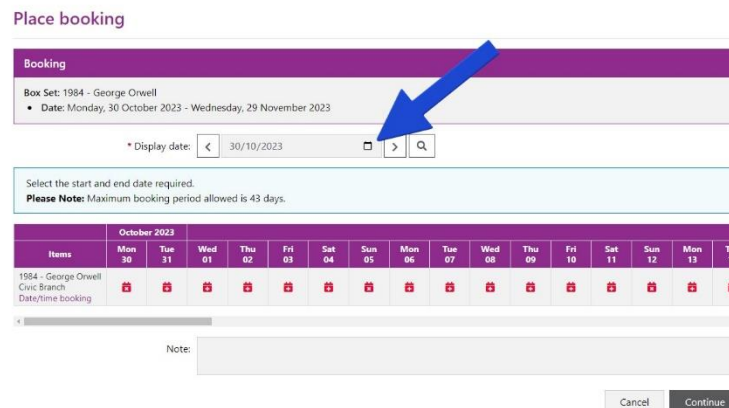
5. When the screen loads, you will see the option to **Place booking**. Click here to place your booking.



6. This will take you to a calendar booking system.

- The calendar has the capacity to show 180-days (6 months) worth of booking slots.
- The first 3 months will be automatically load onto your screen. For example, if today's date is 30th October 2023, all dates within October, November and December will be displayed.

To view dates beyond the 3-month mark, click the calendar icon in the “display date” field at the top of the screen.





- A miniature calendar will now appear. Click (only once) the date you would like to start your booking. Your screen will now automatically load the appropriate month.

For example:

Jane logs on to her online account on 30th October 2023 and wants to make a booking to begin on the 1st February 2024. She clicks the 1st February in the miniature calendar and lets her screen automatically load. Now her screen displays every date within February, March and April.

7. To make a booking, select the **start** and **end** dates of your desired loan period.

- Available dates are not coloured.
- Unavailable days are in **red**. Please see the below image for reference:

July 2023																		
Mon	Tue 04	Wed 05	Thu 06	Fri 07	Sat 08	Sun 09	Mon 10	Tue 11	Wed 12	Thu 13	Fri 14	Sat 15	Sun 16	Mon 17	Tue 18	Wed 19	Thu 20	Fri 21

- Please note that public holidays and Sundays will also show up in **red** (this is because not all branches are open on these days). You cannot start or end a booking on these days.
- If possible, please make your bookings at least 1 week before your pickup date. This is to allow for our staff to transport the books to your desired collection branch.

8. Once you have chosen your desired dates, simply click **Continue**.

A confirmation screen will then appear. Please check your selected dates and click **Continue** if you are satisfied.



9. You will then see the below screen. This means your booking has now been completed!

Showing 1 of 1

[< Previous](#) [Next >](#)

Cancel selections

Cancel all

#	Ref #	Description	Start	End	Status	
<input type="checkbox"/> 1.	55	The Spare Room - Helen Garner Civic Branch - Book Club	23 Jan 2023	15 Feb 2023	Pending Type: Check out and issue required	⋮



Cancelling a booking:

To cancel a booking online, click on the **Dashboard** icon and click on **Bookings**.

Welcome Test Book Group

My account

Dashboard

Book Club Sets

Current loans

Available for pickup

New alert profile

My account dashboard

1
available for pickup

5
Bookings

If you only want to cancel one booking, please tick the box next to the title you want to cancel and click the **Cancel selections** button. If you want to cancel all bookings, please click the **Cancel all** button.

Cancel selections		Cancel all	Sort by <u>Start date/time (earliest first)</u> ▼			
#	Ref #	Description	Start	End	Status	
<input type="checkbox"/> 1.	27	<i>The Spare Room - Kathryn Lomer</i> Civic Branch - Book Club	10 Jan 2023	14 Jan 2023	Checked out	⋮
<input checked="" type="checkbox"/> 2.	46	<i>The Pages - Murray Bail</i> Civic Branch - Book Club	13 Jan 2023	14 Jan 2023	Checked out	⋮
<input type="checkbox"/> 3.	55	<i>The Spare Room - Helen Garner</i> Civic Branch - Book Club	23 Jan 2023	15 Feb 2023	Pending Type: Check out and issue required	⋮
<input type="checkbox"/> 4.	56	<i>Scrublands - Chris Hammer</i> Civic Branch - Book Club	04 Mar 2023	01 Apr 2023	Pending Type: Check out and issue required	⋮