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Guide to reserving Book Club titles

1. Reserve your Book Club set at your convenience, with the intention of picking it up within 10 days. Any reserved set not loaned out after this period will be returned to the Book Club repository and made available for reservations again.
2. Go to librarycatalogue.act.gov.au and sign in using your Club's membership card and passphrase.

3. If you know the title, you can enter it into the search bar.

4. Alternatively, [browse the entire list of Book Club sets](#) (Advanced search > Item material type > Book Club set).
5. There may be more than one result for a given title. Please look for one that says 'Book Club Set'



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6. Do not reserve items from the icon on the right

A screenshot of a library item card for "Aunts up the Cross" by Dalton, Robin (2015). The card includes a book cover, the title, author, year, and "Book Club Set" label. A red "no" icon is overlaid on the right side of the card, with a red arrow pointing to it from a callout box that says "Don't reserve from here!". Below the card, it says "[1 copy]".

7. Click on 'View availability'. Items can be 'Available', 'Onloan', 'In process', 'In-transit', 'Item being held', or 'On reserve shelf'. It is HIGHLY recommended that you ONLY reserve items with the status 'Available'. We cannot guarantee the availability of Book Club sets with any item status other than 'Available' in time for your meeting.

A screenshot of the "Availability" window for "Aunts up the Cross" by Dalton, Robin (2015). The window shows the book cover, title, author, year, and "Book Club Set" label. Below this is a table with the following data:

Location	Collection	Call number	Status/Desc
Woden Branch	Book Club sets	RG 920 DALT	Available

At the bottom right of the window are two buttons: "Place reservation" and "Close".

8. Also, please do not reserve any title that already has a reserve on it.

A screenshot of a list of library items. The first item is "Band-aid for a broken leg : being a Doctor With No Borders (and other ways to stay single)" by Brown, Damien (2012), with a status of "[1 copy]". The second item is "Before the fall" by Hawley, Noah (2016), with a status of "[1 copy, 1 reserve]". The third item is "Behind the beautiful forevers" by Boo, Katherine (2012), with a status of "[1 copy]". A red circle highlights the status "[1 copy, 1 reserve]" for the second item.



- Click on 'Place reservation' and fill out the form. In the field for 'Items to reserve' please be sure to select an item that includes the words 'Book Club set'. (**DO NOT** choose 'Any item held at Libraries ACT')
- Confirm your reservation. Our library catalogue lets you know if you have previously borrowed the title.

Place reservation

Title to reserve

1. 1835 : the founding of Melbourne & the conquest of Australia

* Pickup location: Woden Branch Change location

Items to reserve: Any item held at Libraries ACT

Suspend until: dd/mm/yyyy

Not required after: 12 months

or date: dd/mm/yyyy

Notes:

Available items: Libraries ACT - Reservable items 1, available 1

Cancel Continue

Place reservation

Title to reserve

1. 1835 : the founding of Melbourne & the conquest of Australia

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Not required after: 12 months

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Notes:

Available items: Libraries ACT - Reservable items 1, available 1

Cancel Continue

- The next screen shows your reservations. Book Clubs are only permitted one reservation at any given time.



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#	Title	Placed	Expires	Rank	Pickup
1.	Aunts up the Cross	05 Dec 2019	04 Dec 2020	1 of 1	Belconnen Branch

[← Previous](#) [Next →](#)

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12. We notify you when your Book Club set is ready for pick up at the branch you nominated.