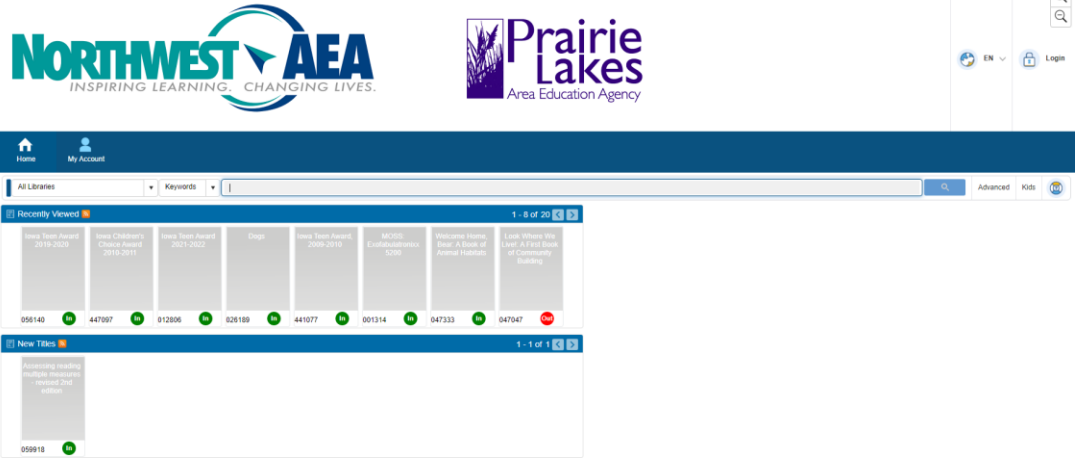


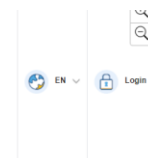


INSIGNIA BOOKING INSTRUCTIONS

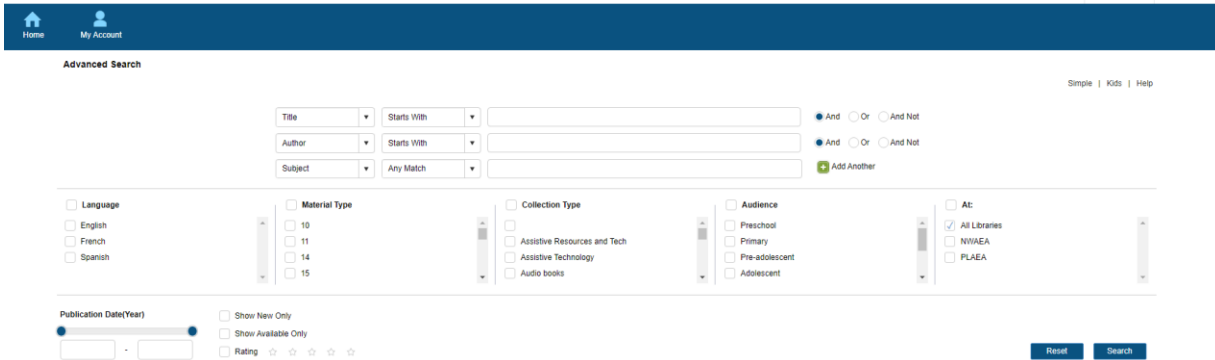
<https://plnwaea.insigniaails.com/Library/Home>



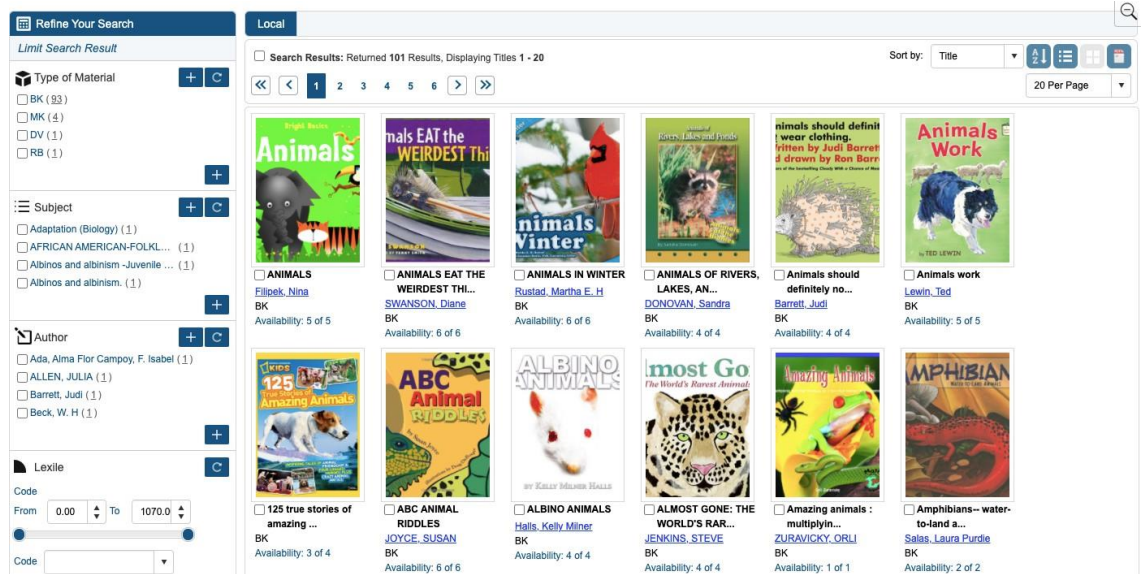
This is the main page to view our online resources, library hours, and complete a simple search for materials. Patrons can browse but must be logged in to check out materials.



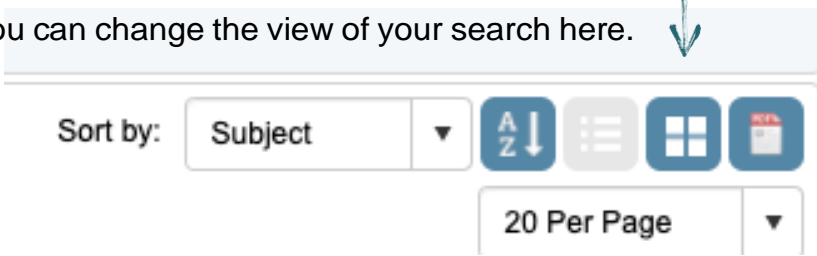
This is the **Advanced Search** page which allows for more in-depth searching.



Here is a simple search on *animals*, with the details hidden for easier viewing of book covers.



You can change the view of your search here.



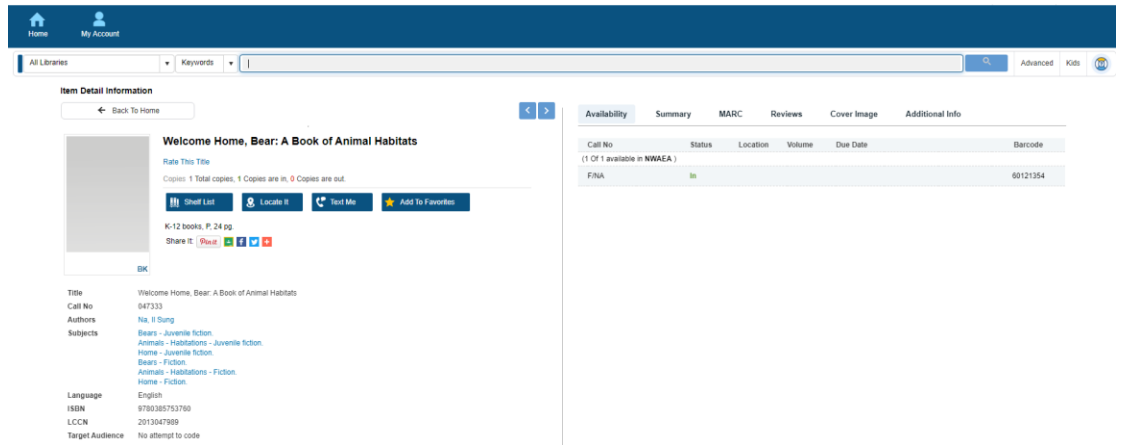
You can print a PDF of your search results here.



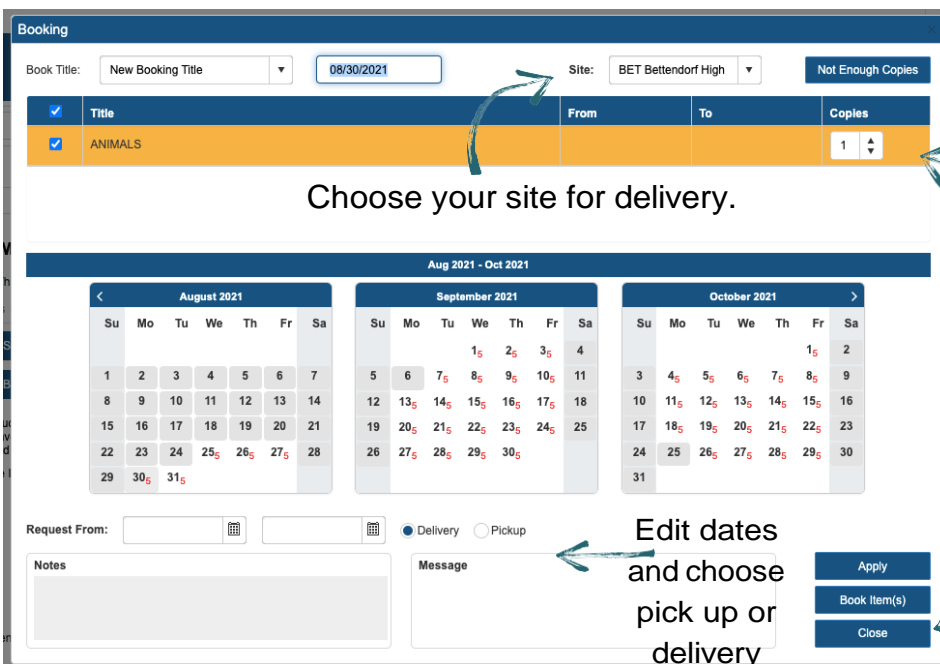
ANIMALS
[Filipek, Nina](#)
BK
Availability: 5 of 5

Here are the options when you hover over title covers.

When selecting an item, it will show the full record, and provide a list showing how many copies are available for check out. You may add items to your favorites for future reference.



When ready to book an item, click **BOOK ITEM**, and this next page will appear. From this page, confirm the site for delivery, edit the number of copies desired, and select delivery dates. If the date selected is not on your route, it will be moved to the next delivery date. You may also extend the due date if you need an item longer.



Choose your site for delivery.

Edit how many copies

Edit dates and choose pick up or delivery

Once you have hit **Book Item(s)** it will automatically save your request and you can continue to do this same process for each of your item(s).