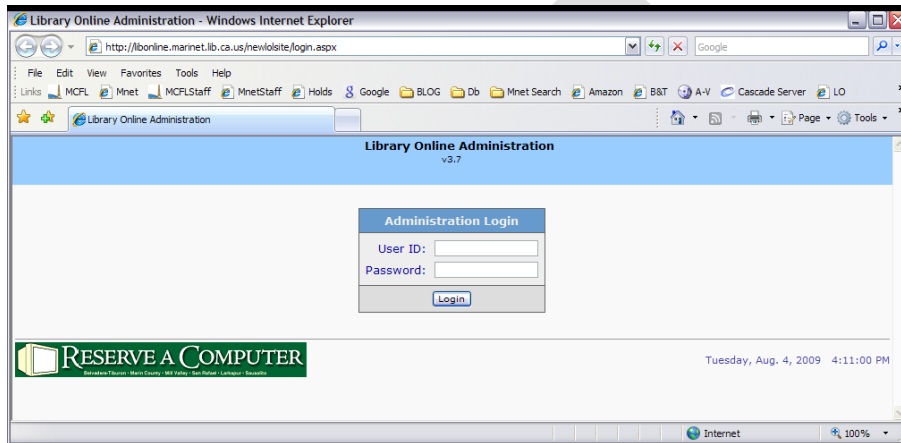


## Book for a Patron using Library Online

This procedure is used to reserve the ADA station for patrons with verified disabilities. It is not possible to reserve the ADA station from the public interface for scheduling computers; staff must use the Administrative Module to make the reservation. All other Library Online policies apply: two hour maximum use per day, limit of 2 bookings/sessions, reservation is held for 10 minutes.

**1. Log onto the Library Online Administrative Module using Internet Explorer. Please check with your supervisor for account and password information.**

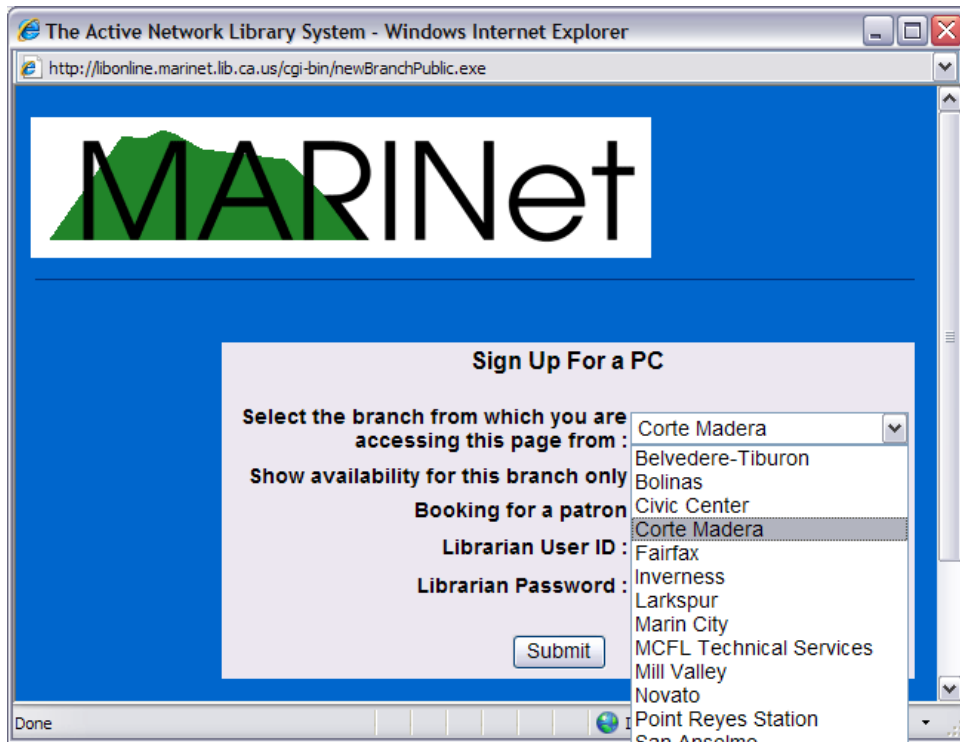
<http://libonline.marinet.lib.ca.us/newlolsite/login.aspx>



**2. Select *Book For a Patron* from the Library Online home page.**



3. Select your branch location from the drop-down menu and click *Submit*. The rest of the information on this screen should appear by default. The *Booking for a patron* field will be set to *Yes*. The *Librarian User ID* & *Password* fields will have account information entered.



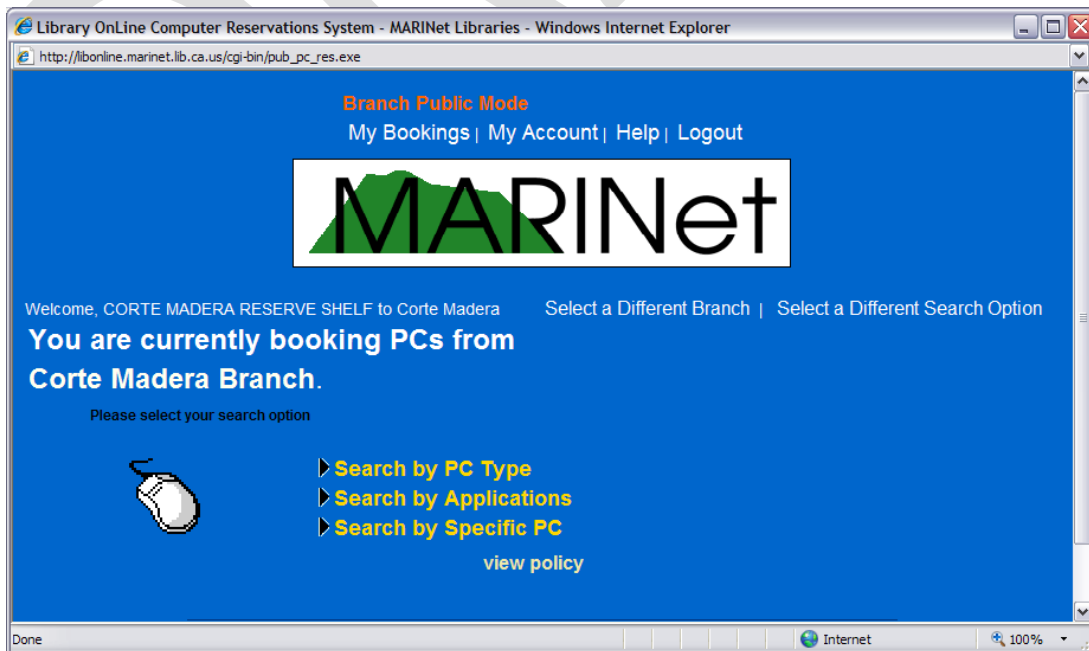
4. Enter the patron's library card number.



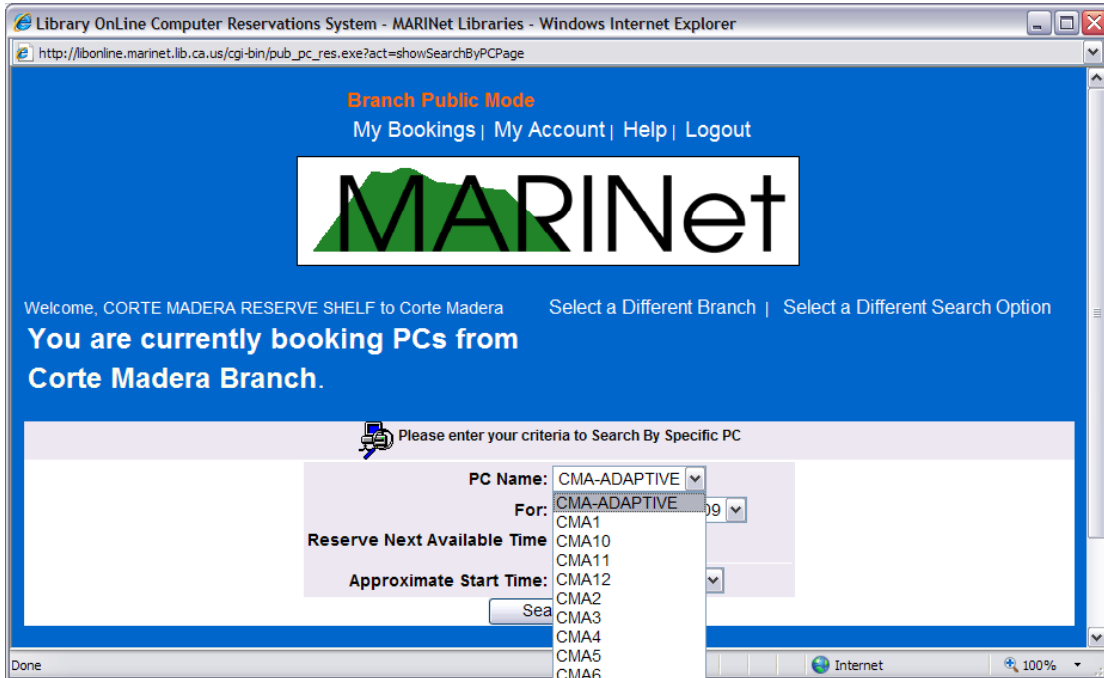
5. From this point on, LOL allows you to make a reservation as you would from the public interface. Select the branch from either the drop-down menu, or by clicking on your library's star on the map.



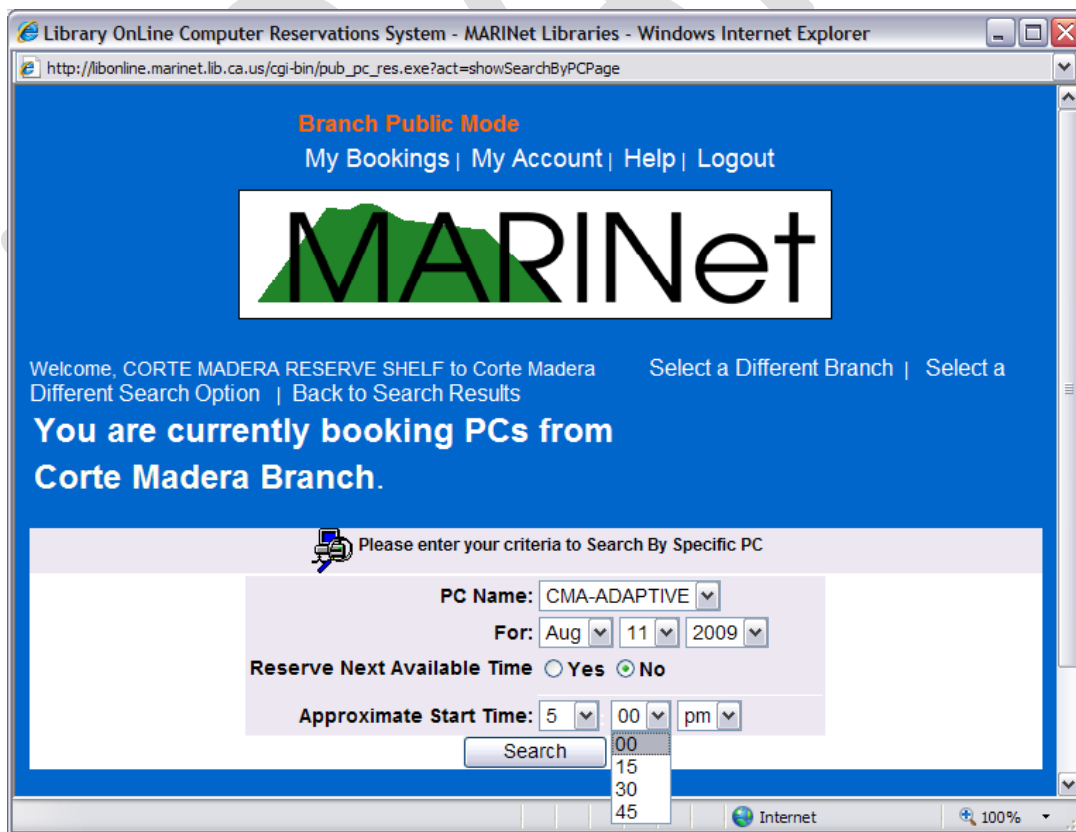
6. Select *Search by Specific PC*.



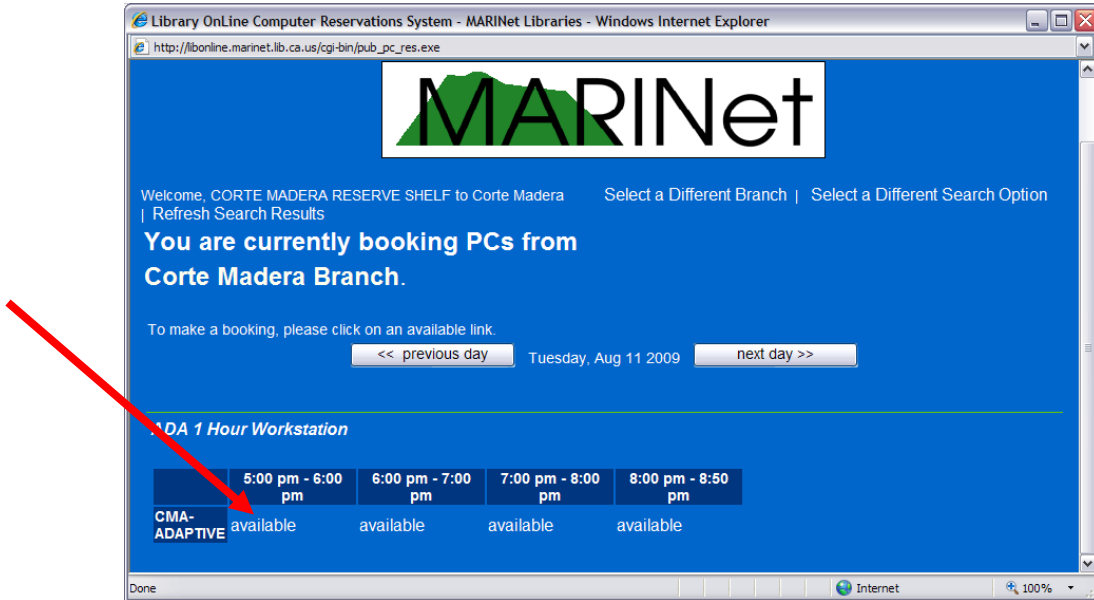
7. Select the adaptive workstation from the drop-down menu.



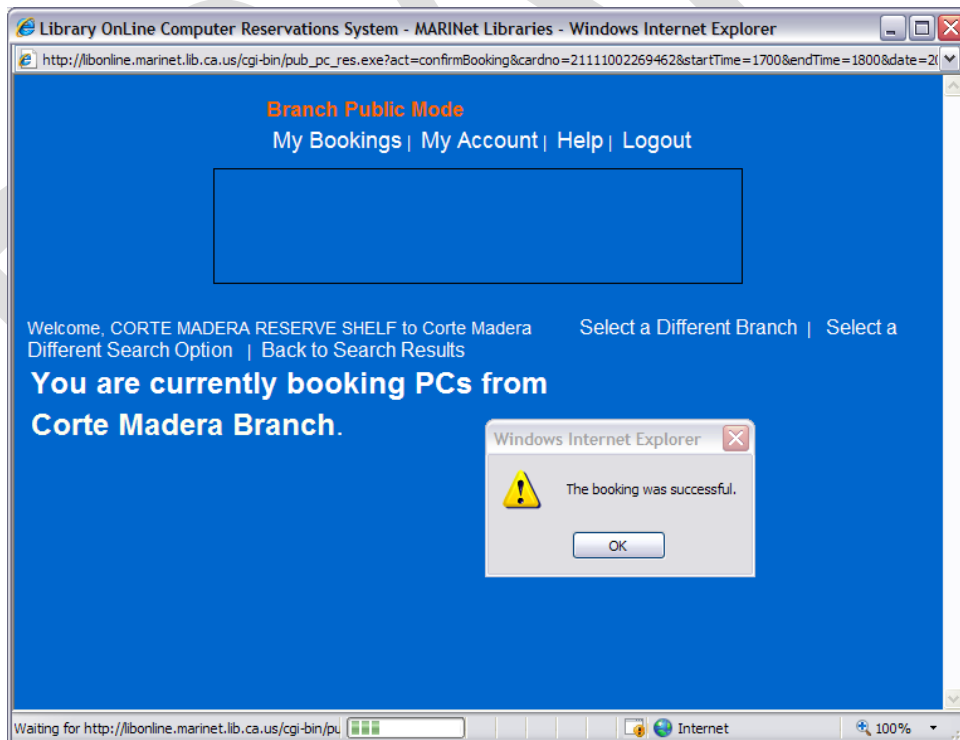
8. Next, select the requested date and start time and click *Search*.



9. Click on the word *available* under the booking time requested.



10. Click on *OK* after receiving the message that the booking was successful.



11. Booking details are listed on the screen. Inform the patron that the reservation has been made. The patron can review the reservation by logging on to the public interface and selecting *My Bookings*. If no other bookings are needed, click on *Logout*.

