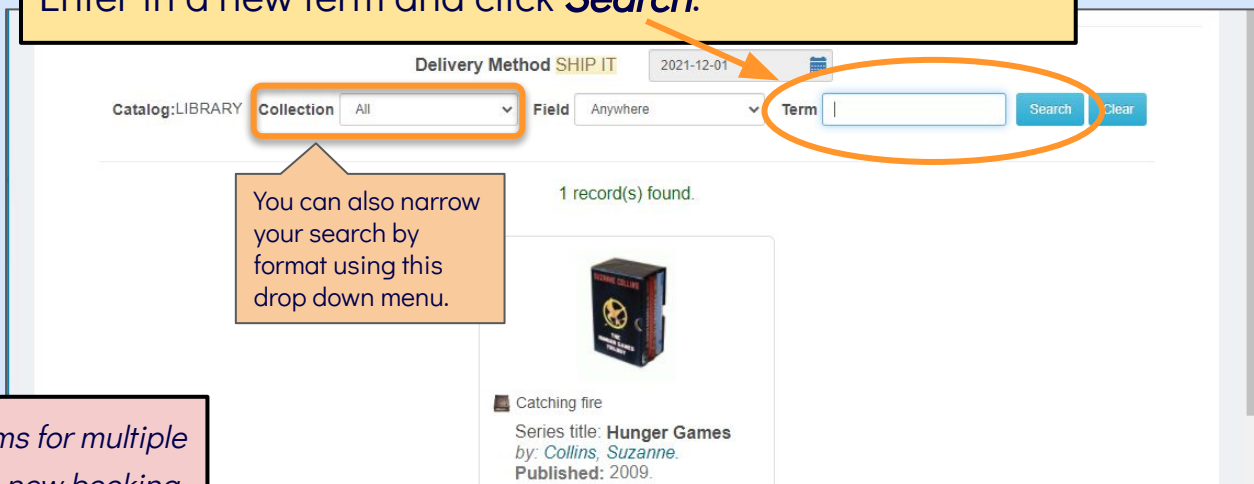


# Book Multiple Titles step 1

**\*\*ONLY FOR ITEMS NEEDED FOR THE SAME DATE\*\***

If you have added items to the cart and want to add another title to your book request ***FOR THE SAME DATE***,

Enter in a new term and click ***Search***.



The screenshot shows a library search interface. At the top, it says "Delivery Method SHIP IT" and "2021-12-01". Below that, there are search filters: "Catalog: LIBRARY", "Collection" (a dropdown menu with "All" selected), "Field" (a dropdown menu with "Anywhere" selected), and "Term" (a text input field). To the right of the "Term" field are "Search" and "Clear" buttons. An orange box highlights the "Collection" dropdown, and another orange box highlights the "Term" input field. An orange arrow points from the text box above to the date "2021-12-01". Below the search filters, it says "1 record(s) found." and shows a book cover for "Catching fire" by Suzanne Collins. Below the book cover, it says "Series title: Hunger Games by: Collins, Suzanne. Published: 2009." A callout box points to the "Collection" dropdown with the text: "You can also narrow your search by format using this drop down menu."

***NOTE:*** If you need items for multiple dates, you must start a new booking.



# Book Multiple Titles step 2

**\*\*ONLY FOR ITEMS NEEDED FOR THE SAME DATE\*\***

Once you find the title want,

Select the number of copies  
from the drop down menu

And click **Add**.

The screenshot shows a library website interface. At the top right, there is a shopping cart icon labeled 'LIB: 29' and a green 'Next step' button. Below this, the 'Delivery Method' is set to 'SHIP IT' with a date of '2021-12-01'. A search bar shows 'catching fire' with 'Search' and 'Clear' buttons. Below the search bar, it says '1 record(s) found.' A book card for 'Catching Fire' by Suzanne Collins is displayed, including the book cover and details: 'Series title: Hunger Games by: Collins, Suzanne Published: 2009'. At the bottom of the book card, there is a dropdown menu showing '1' and an 'Add' button, which is highlighted with an orange box. An orange arrow points from the text box on the left to this 'Add' button. At the bottom of the page, there is another green 'Next step' button and a refresh icon.

The item(s) will automatically  
be added to your cart.

Click the **Next Step** button  
and finalize your booking.

# THANKS!

Do you have any questions?

Email us at  
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CREDITS: This presentation template was created by **Slidesgo**, including icons by **Flaticon**, infographics & images by **Freepik**

