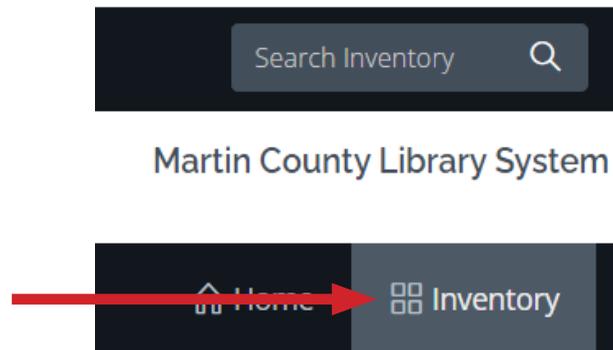


HOW TO RESERVE BOOK DISCUSSION KITS

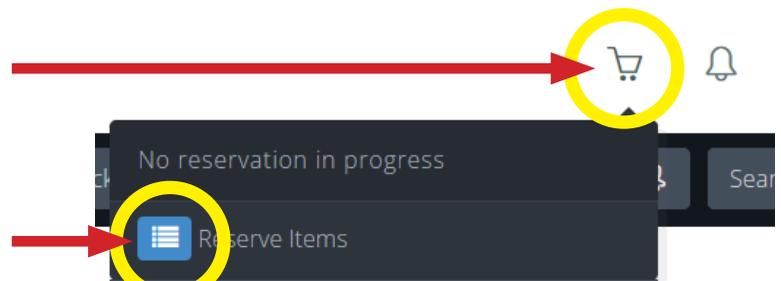
1 - Go to **mcls.myturn.com** and log in using your MCLS library card number and 4-digit pin number.



2 - Select the **Inventory** tab at the top left of the page.



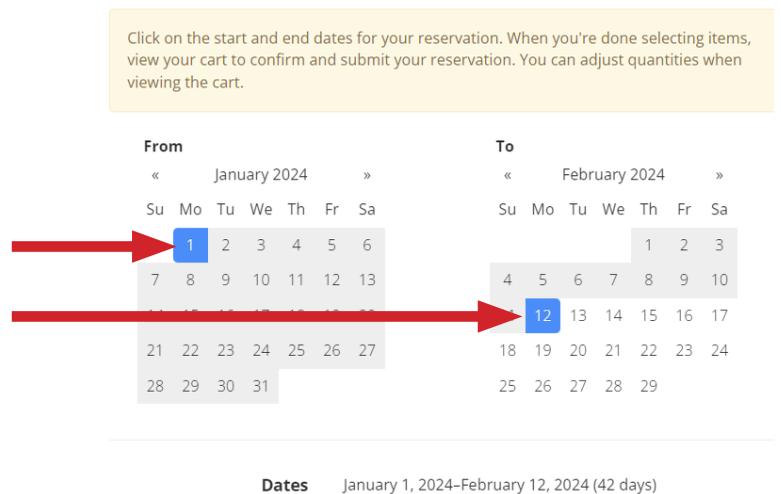
3 - Hover over the **Cart** on the top right of the page and select **Reserve items**.



4 - Select **Pick up Location** from the dropdown menu.



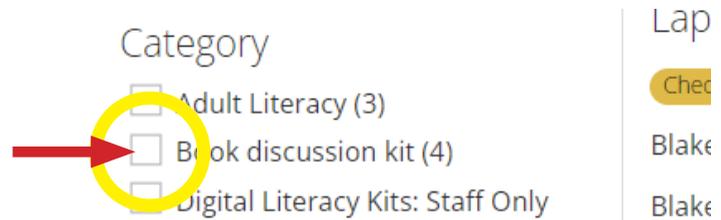
5 - In the calendar, select your reservation **start date** on the left, and the **end date** on the right. Book Discussion Kits may be checked out for up to **6 weeks (42 days)**.



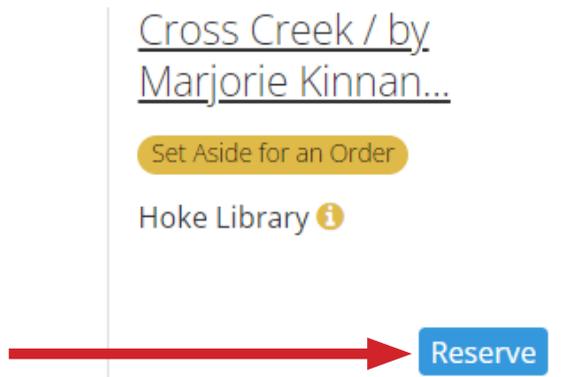
6 - When done, select **Add Items**.



7 - Select **Book discussion kit** from the **Category** filter on the left.



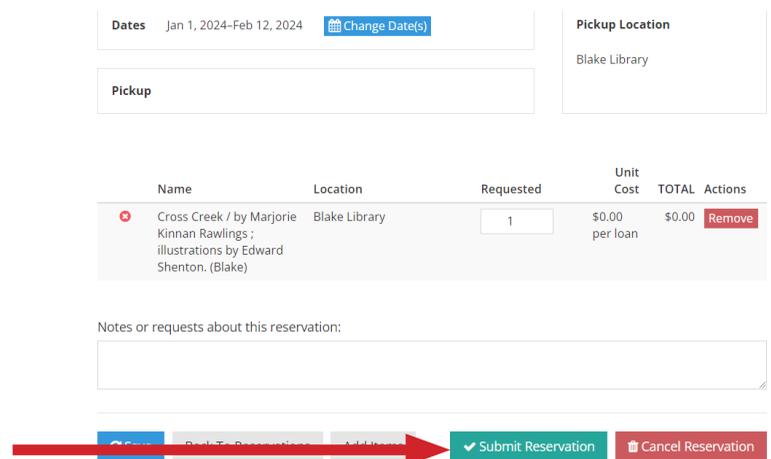
8 - Select **Reserve** on the kit of your choice.



9 - Select the **Cart** when finished.



10 - Make sure all of the displayed information is correct, then select **Submit Reservation**.



A green confirmation banner will appear when your reservation is successfully submitted. You will receive a confirmation email to the email address on on library card account.



LIBRARY INFORMATION



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