

How to reserve a book(s) to be delivered to the Library2Go book locker at Elmar's BP station:

To reserve materials online from your computer:

1. Go to our website: [spencercountylibrary.com](http://spencercountylibrary.com)
2. Under the library photo, on the upper left → Click on the Catalog tab → opens new screen
3. In the Upper Right of this box → Click the Log On button → opens a pop-up box
4. In Account Log On "Pop Up" box:  
For User Name or Barcode Field: Key in your library card number  
For Password: Key in your pin number → Hit Log On → opens new screen
5. Select "Home" tab, the first tab on the left → takes you to search screen
6. In search box, key in title of book & hit title → new screen
7. Click on name of the name of the book → new screen
8. In top right of box, click the reserve button → new screen
9. Click the reserve button in this screen, too → pop up screen
10. In the pop up box next to comments, type: library2go →  
(If this is not in the comments, your items will not be delivered to the library2go)
11. Click OK in the new pop-up box →
12. That's it! Your item is reserved & is set for delivery to the SCPL/Elmar's Library2go book locker on the next scheduled delivery day

Or: Call us to reserve your items

Call the circulation desk and request to put your item on reserve. Let the staff know you want to pick it up at the Library2go

**TO PICK UP YOUR ITEMS FROM LIBRARY2GO!**

1. Go to the Elmar's BP gas station and convenience store (Open 24/7)
2. Find the Library2Go Book locker to the right of the building under the shed roof
3. A) Hold your library card under the scanner directly beneath the key pad  
a door will open automatically-remove your book(s) & close the door  
  
B) If you know your number but don't have your card-use the key pad  
Simply key in your card number and hit the enter button on the key pad  
a door will open automatically-remove your book(s) & close the door

There is a book return next to the book locker where you can return any materials to the library. Whether they were delivered there or if you picked them up at the library.