Child Resource Center Lending Library Online Reservation Instructions

• Visit <u>cityofirvine.org/CRC</u> and click on Sign In.



- Enter your member number in the "Login name/barcode" field, (this can be found in your **New Membership Information for Child Resource Center** email) or call 949-724-6721 for assistance.
- No password is needed, leave it blank.
- Click Sign In to continue.

Login name/barcode Password Sign In	
Login name/barcode Password Sign In	

• Enter a topic to search or click on the icons



- To view all items in the library, enter an asterisk * and click search.
- You can narrow your results by using the check boxes on the left.
- Once you have made your selection check to see if it is available.
- Click directly on the **red title**.



• To reserve click in the small square, once that is checked click Reserve.



- The CRC will automatically receive an email notification with your reservation.
- Repeat these steps until all your items are reserved.
- To view your reserved items, or make changes, click on My Account.



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• You will receive an email confirmation when your items are ready to be picked up.

*Please note: Items placed on hold and not picked up within four days are returned to the library.