

HOW TO RESERVE A BOOK FROM THE LIBRARY:

First, determine if we have the book in our Library:

To access the Casta del Sol library data base -- In your computer browser go to: <http://www.lightdb.com:1220/?user=castadelsol>.

To find a specific book, in the box called "TEXT TO SEARCH FOR", type in the exact name of the book & click on SEARCH. If the book is in the library, it will show up. To look for another book, click on CLEAR and repeat the process. Or you may look up an AUTHOR the same way. Go to SEARCH and click on the drop-down list for AUTHOR to see the books in our Library written by that author.

Once you have determined the book is in the CdS Library, a request to reserve a book may be accomplished by doing one of the following:

1. Send an email to cdslibrary2@gmail.com requesting a book be reserved. The email should include the Resident's Name, the complete title of the book, your email address, and the date OR
2. Fill out the green Book Reserve Form located in the black tray on the library table (near the Annex). Place it in the basket.
3. You will be notified by email when the book is available. If you don't have an email address listed, you will be called at the phone number listed on your library card.