



How to Use the OLSH Brignola Library

A. In person

1. Stop by the library in the pantry room. behind the altar any time the church is open.
2. Browse the shelves. Shelves are labeled by category. There is also a list of categories posted.
3. Once you have chosen a book, use the form on the desk to "check out", by providing your name and contact information and the title of the book.
4. Limit your selection to three books at a time.
5. Please return books in three weeks in the clear bin inside the library.

B. Browse online

1. Browse our inventory [here](#).
2. If you find a book you would like to borrow, use either process A or C.

C. Online Checkout/Hold

1. Register entering your contact information [here](#) (This information will be shared with no one.)
2. After you register, you will be given a patron number. This is your ID. *Remember your ID as you will use it to check out books.*
3. Browse our inventory [here](#).
4. If you would like to **Checkout** or **Hold** a book, select the book in the catalogue and use the buttons to select the appropriate option.
5. You will be asked for a password - use **olsh**.
6. You will then be asked to select your ID from a list. You will not immediately see your ID after registration - the volunteers need some time to enter the information.
7. Limit your checkouts to three at a time.
8. You will be contacted by a library volunteer when we confirm that the book is available, and to arrange for any special circumstances for delivery. (i.e.- pick up after Mass)

D. Returns

Please return all library books to the bin labeled **Returns** at the entrance of the library. Please do not attempt to re-shelve the items yourself.

+ To volunteer, contact olshbooks@gmail.com or 267-354-0775.