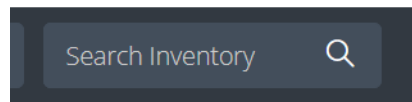


How to Reserve A Tool

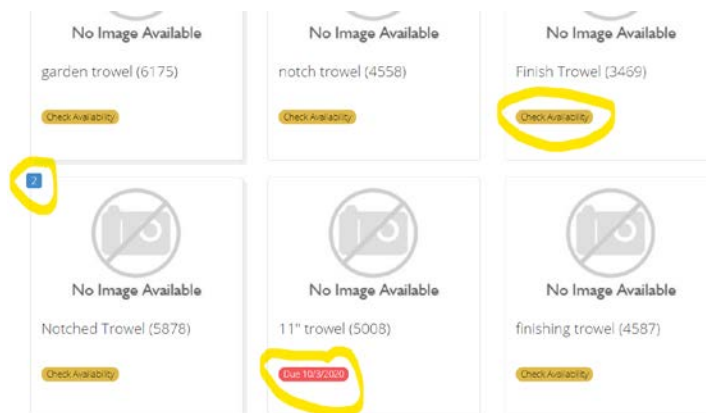
1. Log in to the North Portland Tool Library tool catalog: <https://nptl.myturn.com/library/>
2. Enter a keyword to “Search Inventory” for the desired tool.



I’m looking for a garden trowel.



3. Hit enter and look over the results. They should look something like this:



NOTE #1: Items that are currently available will have a yellow oval reading “Check Availability.”

NOTE #2: If there is more than one item with the exact same name, it will show up once on this search result page with a blue box at the upper left showing the number of items.

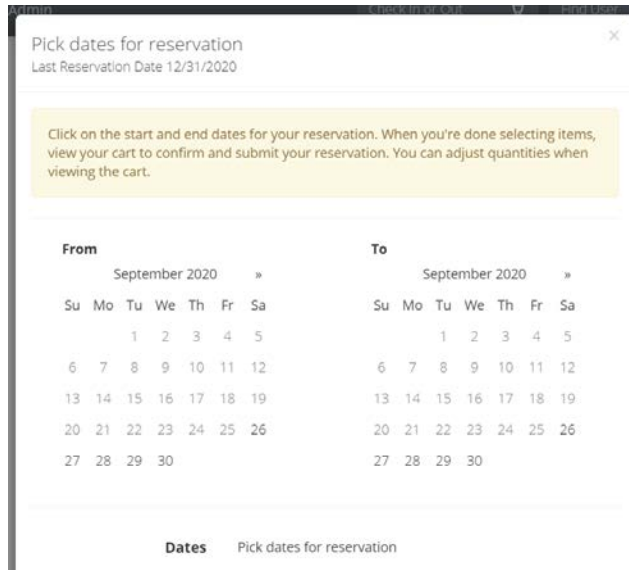
NOTE #3: Items that are currently checked out will have a red oval showing their due date. You can reserve these tools, but your reservation will be dependent on the person who has the tool returning it on time. (Please return your tools on time.)

4. If you want more information about what looks like the appropriate tool, click either the “Check Availability” or the image/image area. Both actions will open up the tool information page with a large calendar in the center and a blue “Reserve” button.

OR

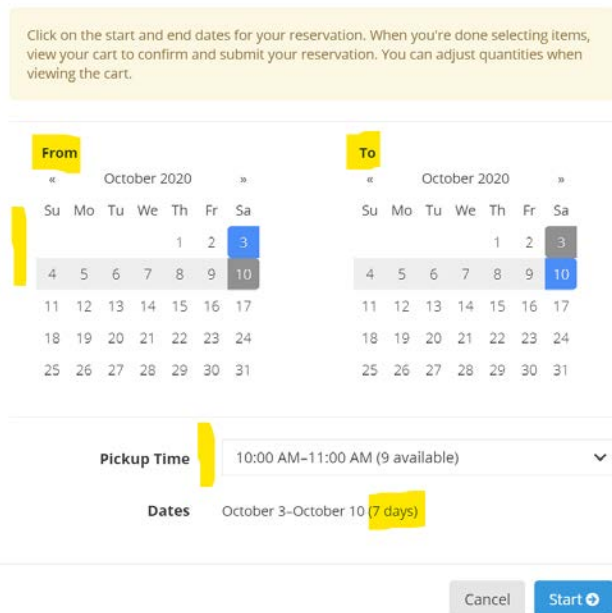
Click the “Reserve” button.

5. A pop-up calendar appears.



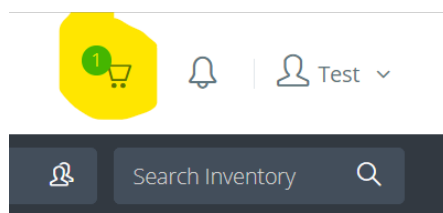
We request that you only reserve tools two weeks in advance; reservations made farther in advance may be cancelled. Please only reserve tools for one week. Longer reservations will be cancelled.

6. Click on the Saturday you want your tool on the “From” calendar. The default reservation of 7 days should appear. If it does not, click on the following Saturday on the “To” calendar. Verify that the “Dates” reads “7 days.”

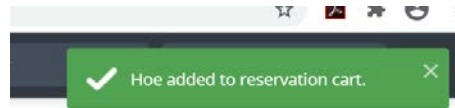


7. Choose the time slot in which you will pick up your tool(s).

8. Click on the now enabled “Start” button. You now have a tool in your “cart.”

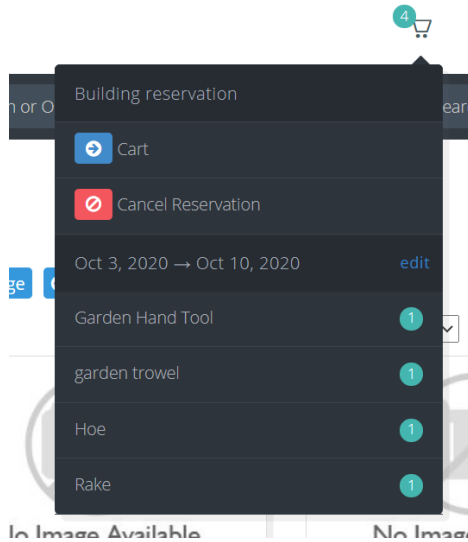


9. GOOD NEWS! If you want more than one tool you can just “Search Inventory” and click on the “Reserve” button on the results page. The system will assign it the same reservation and pick-up time as the first tool. A green pop-up will appear to say the tool has been added to the cart.



10. When you’ve selected all your tools* hover your cursor over the cart. Click the blue arrow to go to your cart.

*A person can borrow a maximum of 8 tools.



***Please** include all tools that you’re picking up in **one** reservation—if you don’t you end up taking more than one reservation slot and block other people from getting tools on that day. See the instructions for modifying a reservation if you end up doing this by mistake.

11. Click on the green “Submit Reservation” button. You’re done!*

**Leave us a note if you want to say “Thanks” or that, yes, you DO want to reserve 8 belt sanders (just so we know the system hasn’t played a joke on you. 😊)*

