

Thank you for taking part in our Reservations test over the next few weeks. We're excited about the potential for using this feature to help members borrow more confidently, knowing that the items you want to borrow will be available when you need them!

There are a couple steps for getting you set up to use Reservations

1. Activate your MyTurn account (MyTurn is the inventory system we use to manage membership, inventory & borrowing).
2. Since this is the first time you are setting up your account, you will need to create a new password

FIRST

1. You will receive an email from KW Library of Things <donotreply@myturn.com>
2. Click on the **"Confirm email address"** button in the email you receive



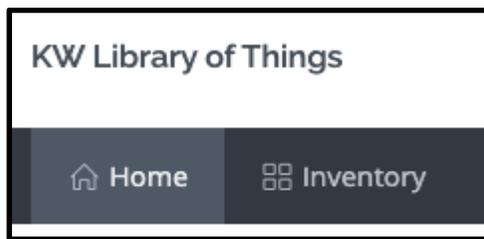
Sample of the text you will see in your email.

**** Be sure to copy down the Username that has already been generated by MyTurn****

3. When you click on the 'Confirm' link, you will be asked to sign in. Since you have not signed in before you don't have a password.
4. Click **"Forgot Password"**
5. Follow instructions to reset your password by using your email address OR username (which you will find in the email sent via KW Library of Things <donotreply@myturn.com>)
6. Click **'Reset Password'**
7. Then, Sign In with your Username + new password

SECOND

Once you have signed in, go to **"Inventory"** tab to search for the items you want to borrow.



Click the handy “**Reserve**” button at the bottom of each inventory item then follow the steps to secure your reservation:

- Choose reservation dates (NOTE: you cannot reserve an item for the same day it is due back)
- You can choose up to 10 items during the same date period
- Your items are placed in your “Cart”
- When you have selected all your reserved items, go to “Cart” and click “Submit Reservation”

A few other notes about Reservations

- You can access your account via <https://kwlibraryofthings.myturn.com> or www.kwlot.ca and clicking on the “Inventory” tab.
- Reservations with different dates/borrowing periods must be added as separate reservations
- Reservations are automatically approved if the item is available, there is no need to wait for KWLOT staff to approve your reservation. If it doesn’t get approved, it’s not available.
- Reservations can only be picked up during our operational hours
- A reservation that is not picked up on its specified date is ‘released’ and fair game for other members
- Maximum 7 day borrowing period still applies, with no renewals

That’s the basics!

Please try out this feature and send any feedback by replying to the initial invitation we sent you from kwlibraryofthings@gmail.com

If you get stuck, or have questions, please let us know and we’re happy to help.