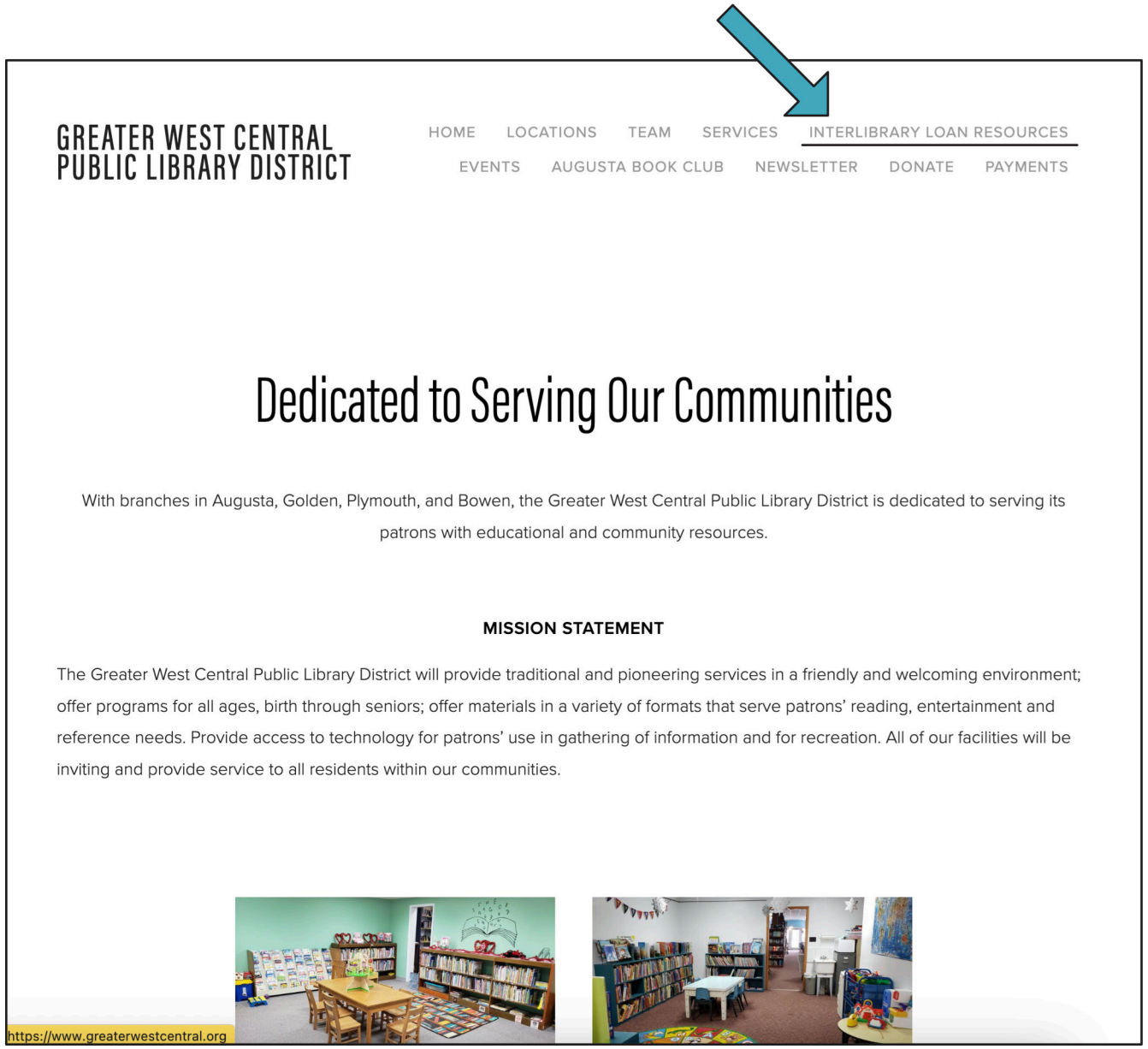
How to use the Resource Sharing Alliance



Go to the library website:
www.greaterwestcentral.org

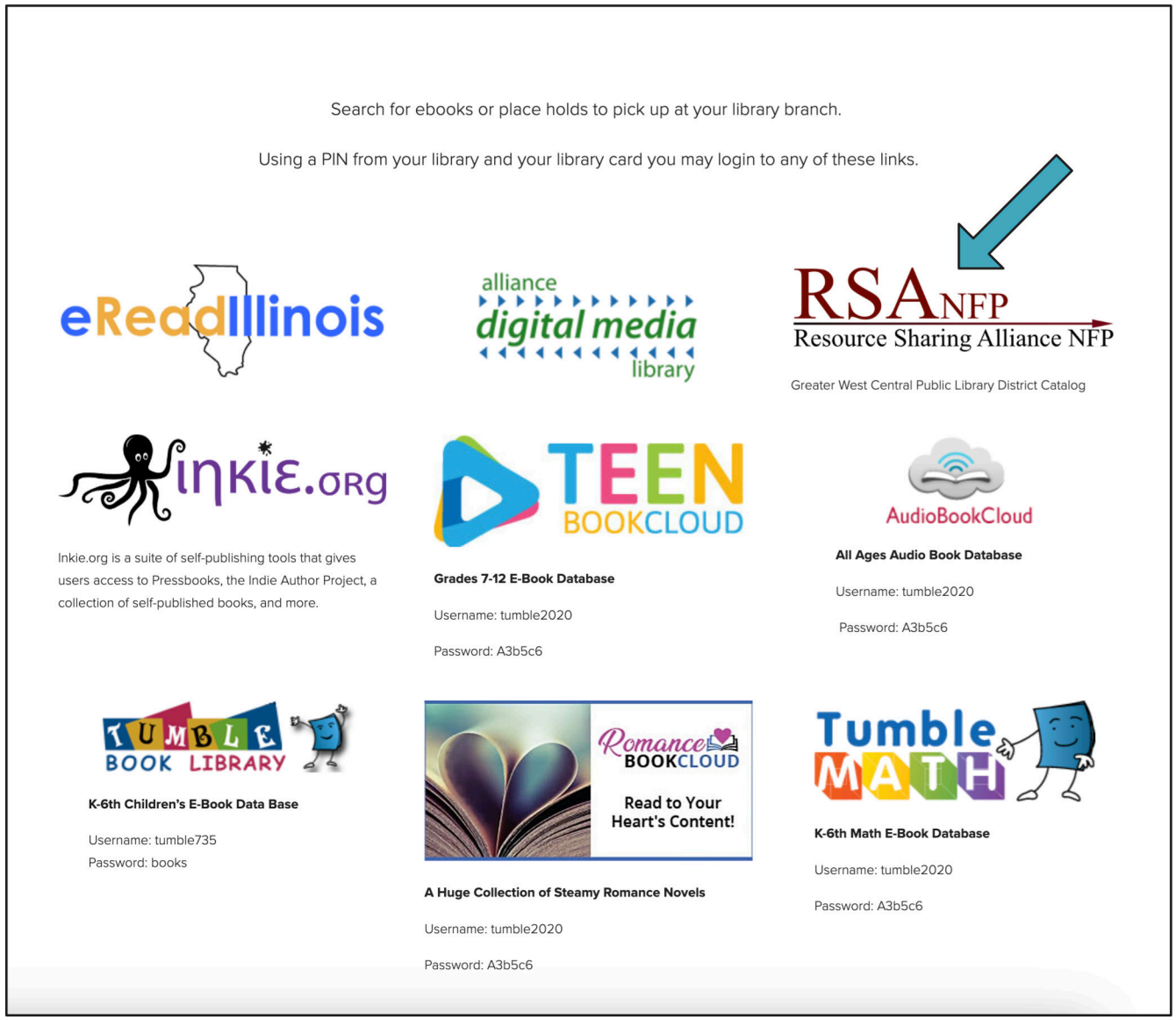
At the navigation on top of the page, click on Interlibrary Loan Resources.

How to use the Resource Sharing Alliance

Here is what the Interlibrary Loan Resources page looks like.

Scroll down to see all your options.

How to use the Resource Sharing Alliance



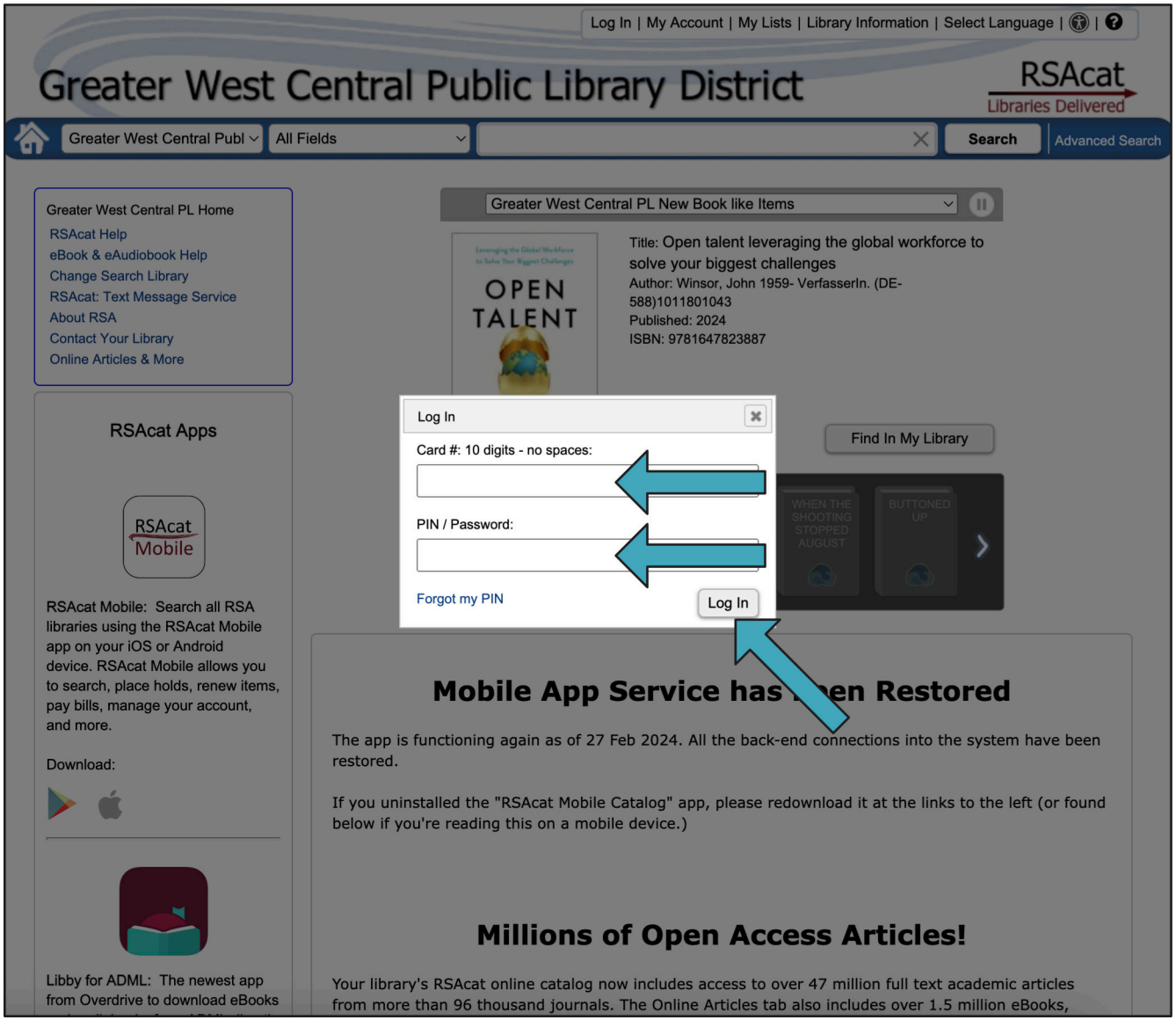
Click on
RSA NFP Resouce Sharing Alliance.

How to use the Resource Sharing Alliance

Here is a sample of what the RSA home page will look like.

Click on Log In at the top of the page.

How to use the Resource Sharing Alliance



You will need to contact your local library to receive your Card # and PIN or password.

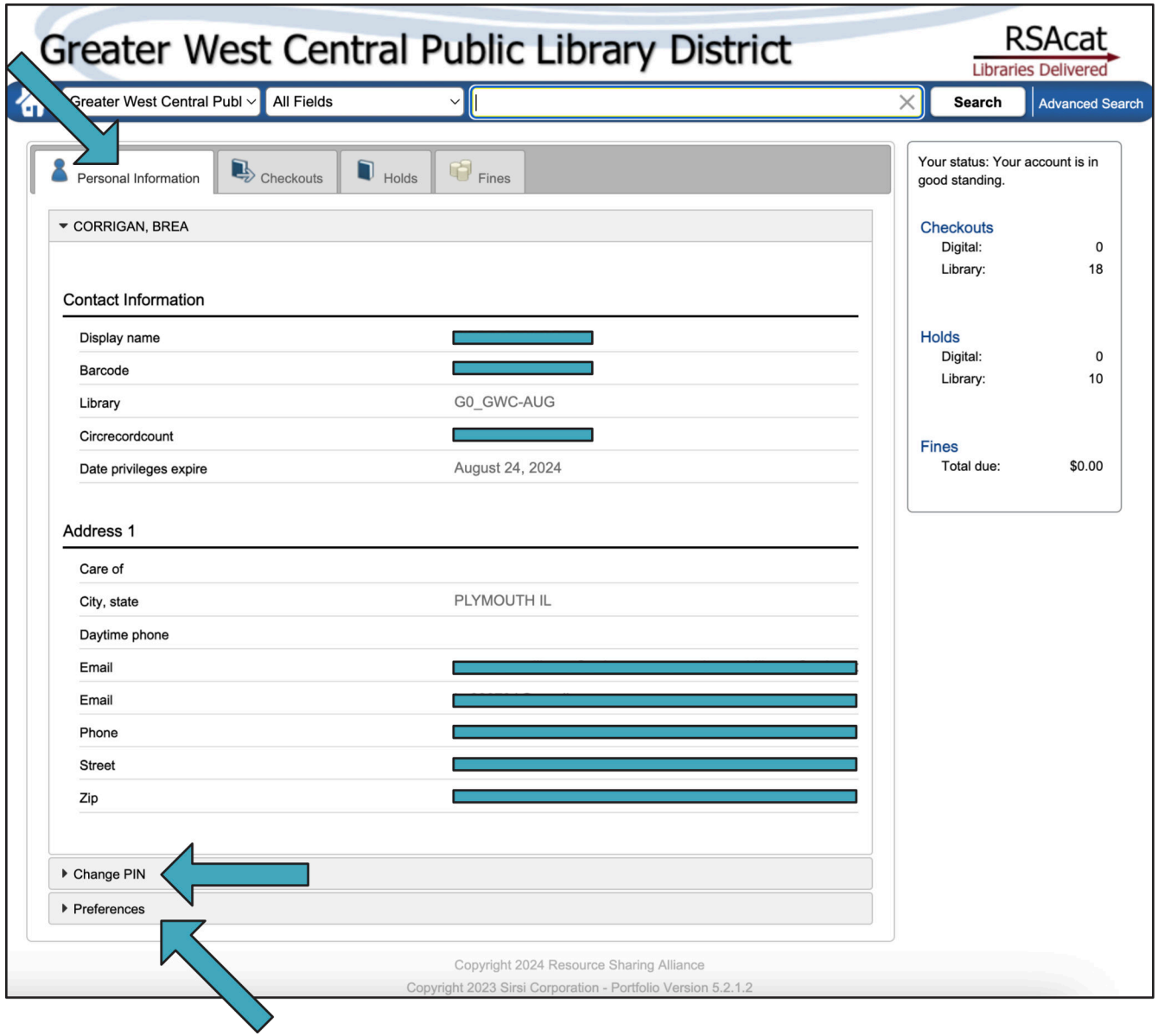
Enter your information and click Log In.

How to use the Resource Sharing Alliance

Your name will now show up at the top of the page.

Click on My Account.

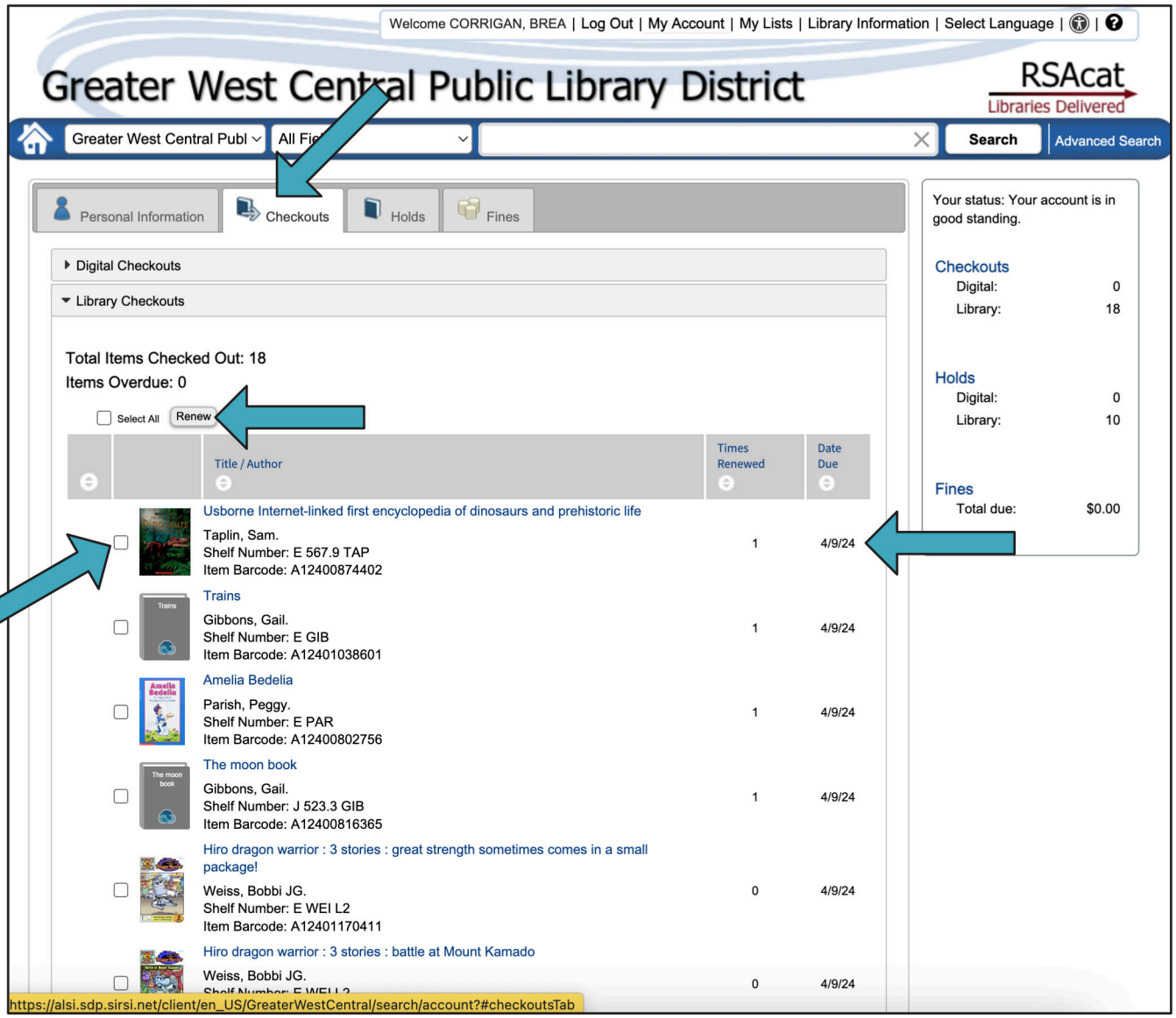
How to use the Resource Sharing Alliance



The first page under My Account is Personal Information.

Under this tab, you will find your information, and here you can also change your PIN and preferences.

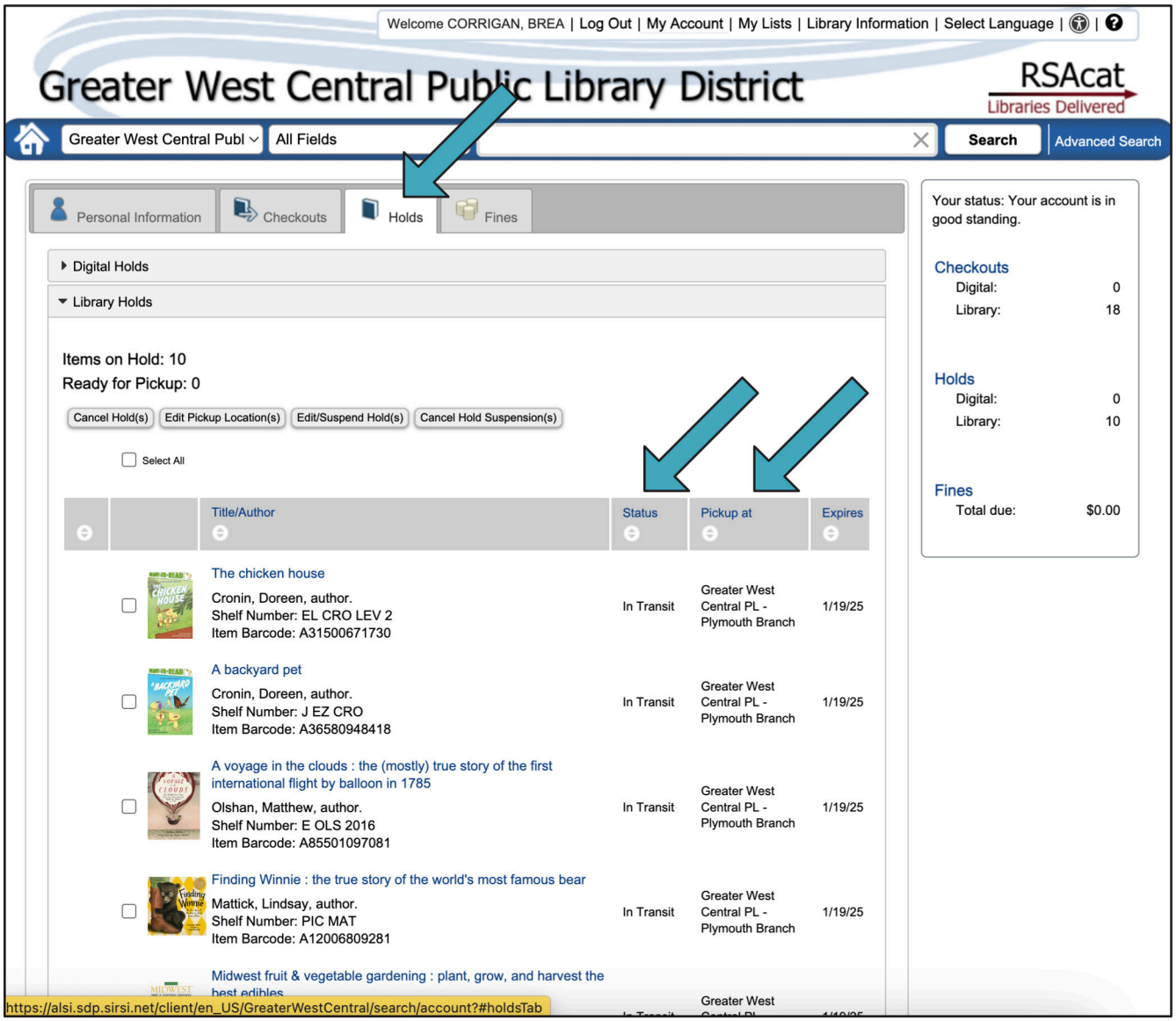
How to use the Resource Sharing Alliance



Under the Checkouts tab, you can find a list of all the books you have checked out along with each due date.

Books can be renewed here by selecting the book and clicking Renew.

How to use the Resource Sharing Alliance

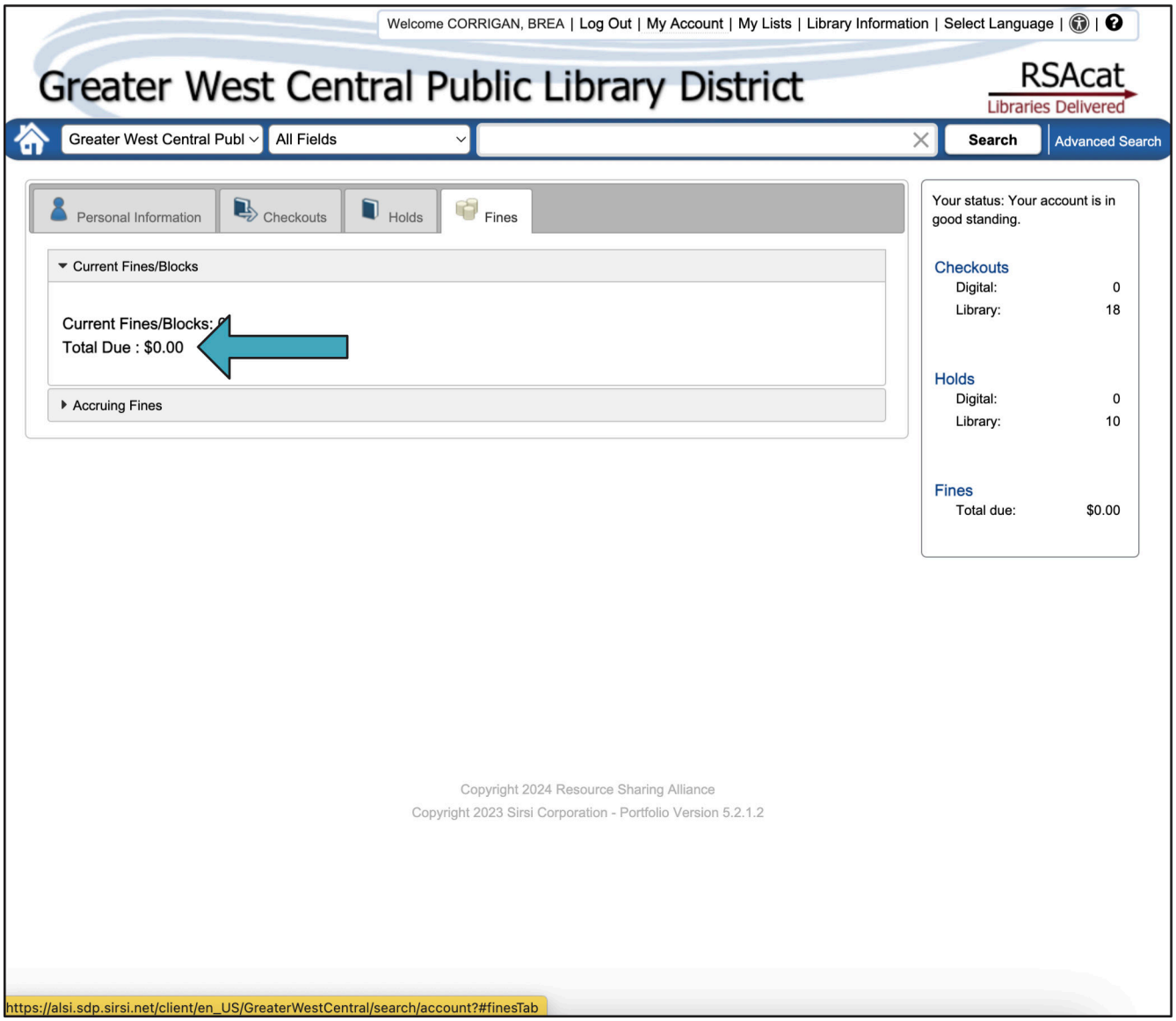


Under the Holds tab, you can find a list of all the books you have placed a hold on.

These books will be held for you or transferred from other libraries for you.

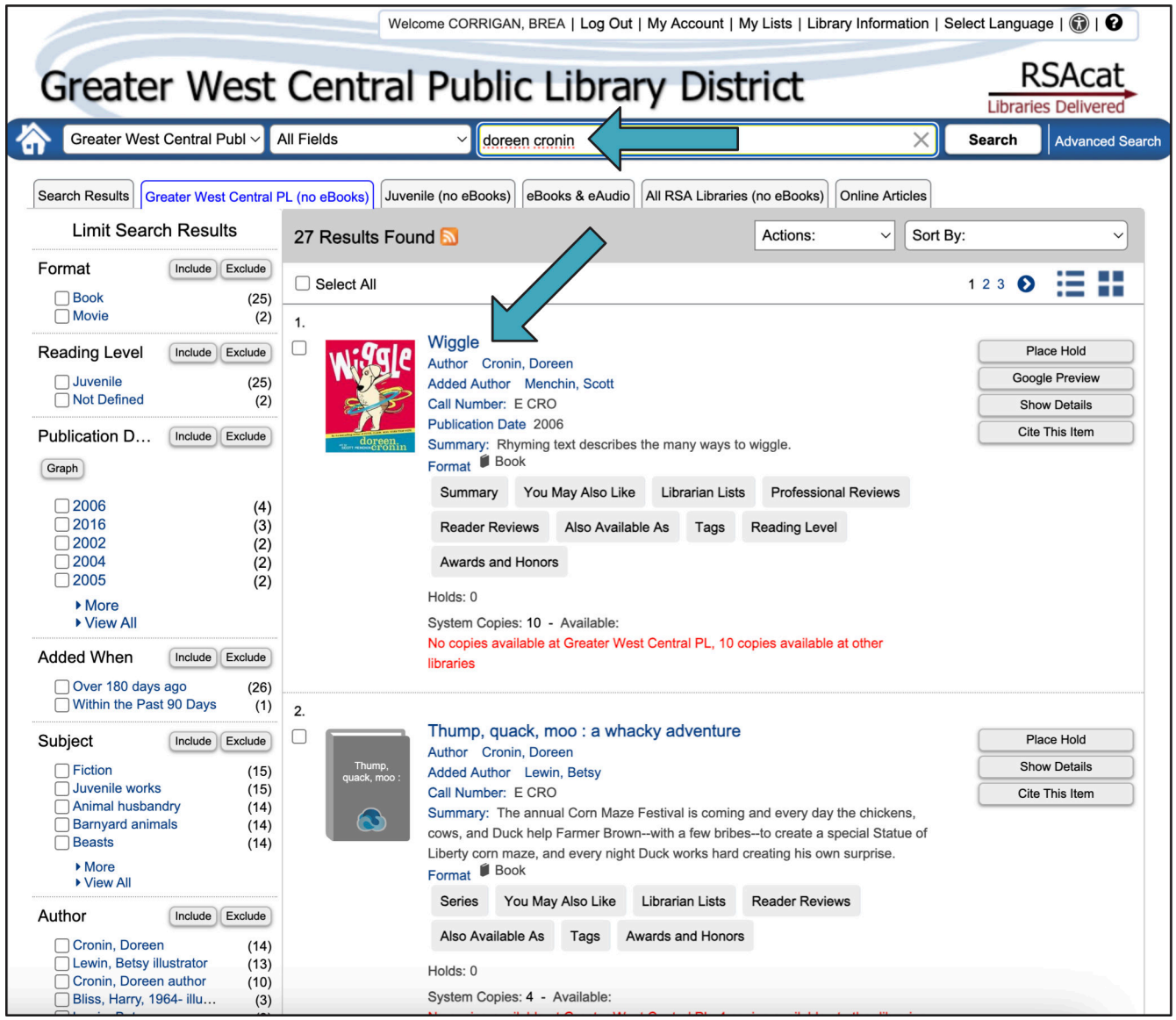
You can check the status and pickup location. You can also cancel or edit any holds you've placed.

How to use the Resource Sharing Alliance



Under the Fines tab, you will find a total of any fees that you may have accrued.

How to use the Resource Sharing Alliance



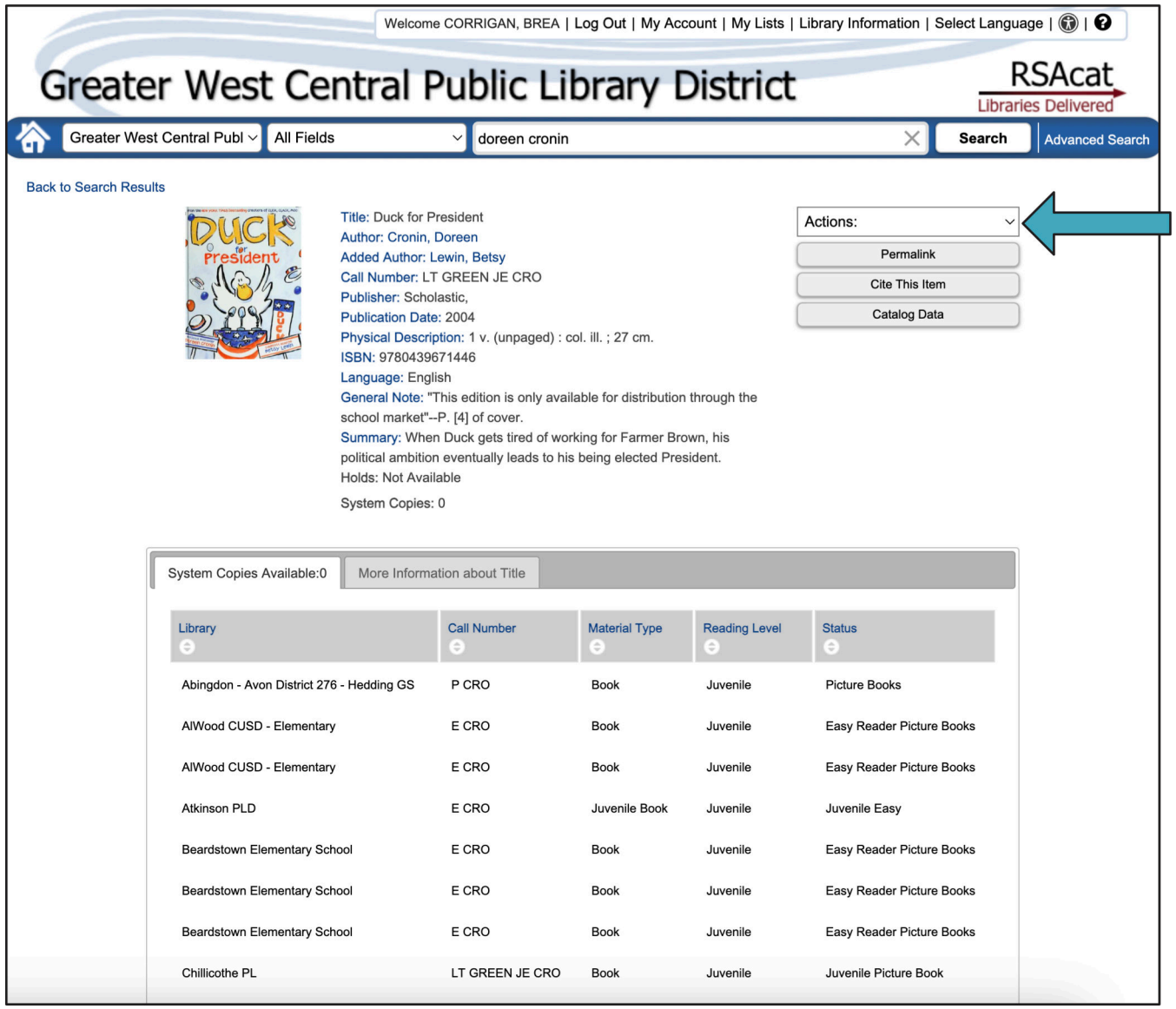
How to search for books and place holds:

Type a title or author in the search bar and click Search.

A list of results will be presented. Click on the title for more information on the book.

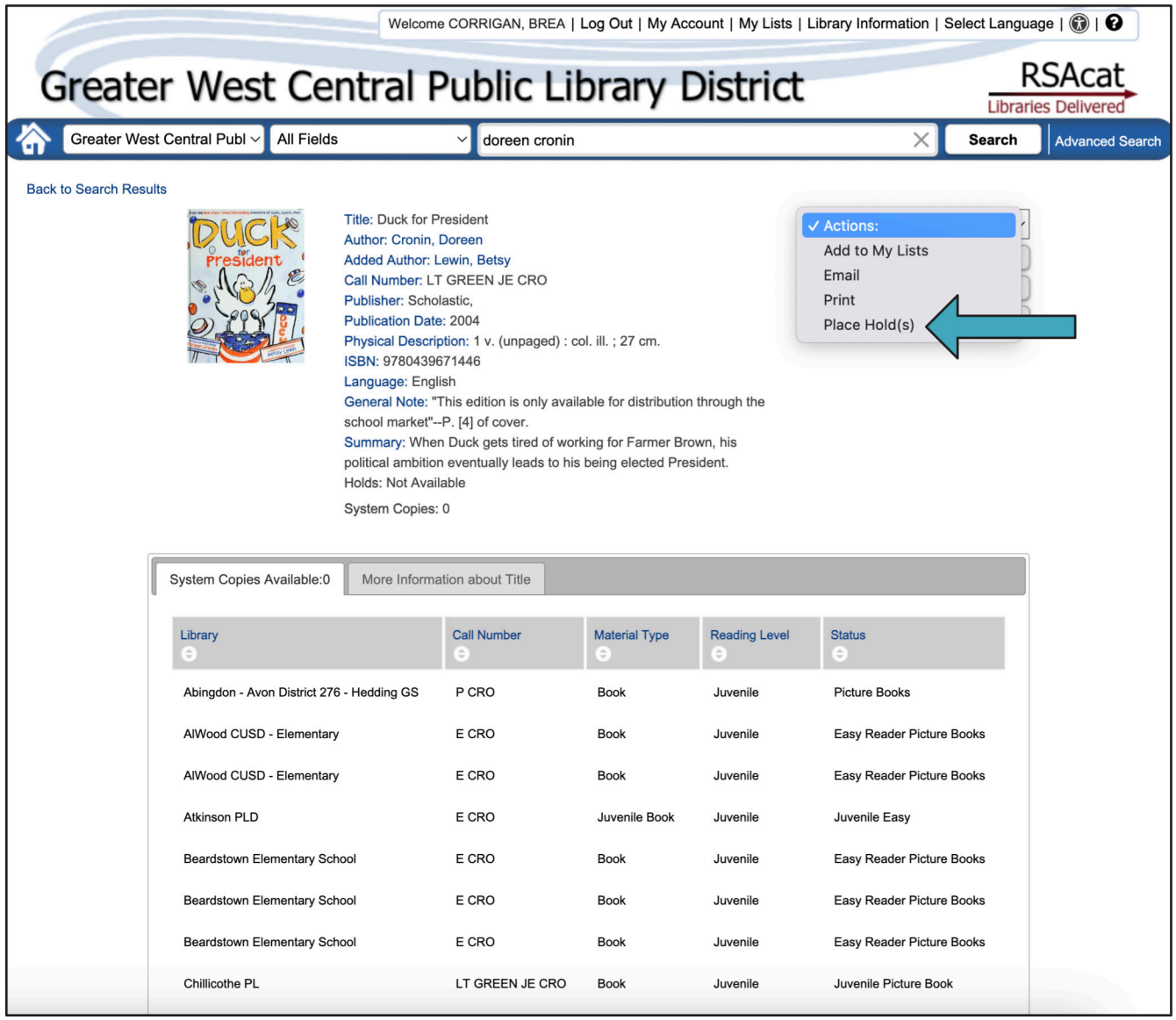
You can also click on the author to find other books by that author.

How to use the Resource Sharing Alliance



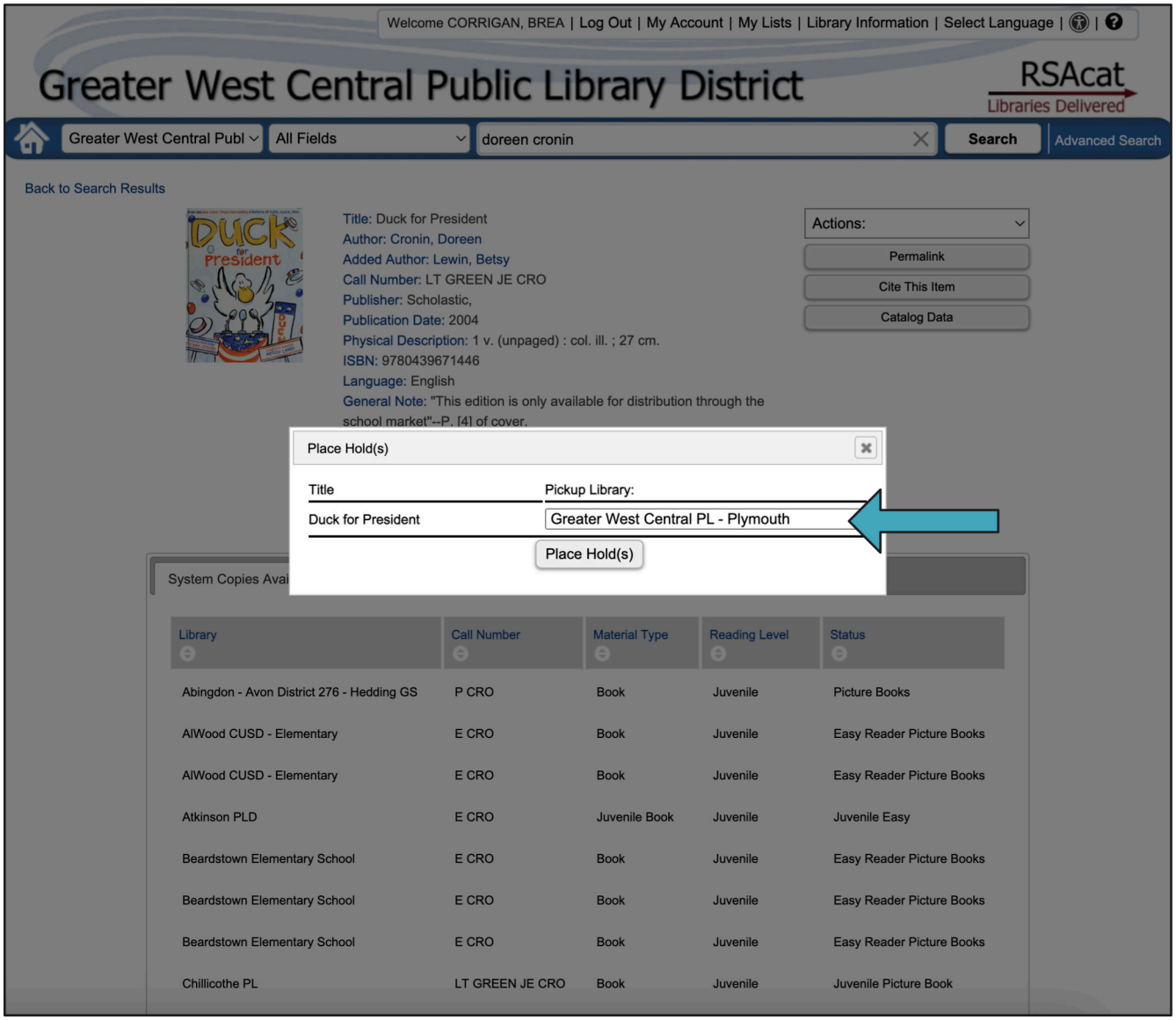
When you find a book you would like to check out, click on Actions.

How to use the Resource Sharing Alliance



Click on Place Hold(s).

How to use the Resource Sharing Alliance



Select the library you would like to pick up the book at by clicking on the list under Pickup Library.

Your default pickup library will automatically show up but you can pick up at any library listed.

You can change your default pickup library by going to My Account > Personal Information > Preferences.

Once you've placed a hold, you can check the status by going to My Account > Holds.