Renewing & Reserving Books Online

Here is an overview of how to reserve and renew books online through the Morrin Centre’s online catalogue: https://16616.rmwebopac.com/

Both processes require that you sign into the Morrin Centre catalogue through the sign-in button on the upper right hand of the page. Your **username** is the barcode number on your Morrin Centre membership card. Your **pin** is the last four digits of your barcode number.
TO RENEW A BOOK:

Once you are signed in, you will be brought to the circulation page for your account. (Photo below). There are three tabs:

- Checked out (which lists "checked out" books)
- Circulation History (which lists the books that you have borrowed in the past)
- Reserves (which lists the books you have on hold/on reserve)

Under the "Checked out" tab, just click the boxes for the books that you would like to renew, then click the "Renew selected items" button. *A message will pop up to let you know that your message has been sent to the library and that the book will be renewed by staff.*

If you are elsewhere in the library catalogue and need to get back to the renewal/reserve space again, go to your name in the upper right-hand corner and click on "circulation info" in the dropdown menu.
TO RESERVE A BOOK:

Members need to be signed into the Morrin Centre catalogue to put a book on reserve through the online system (see above).

Once signed in, search the catalogue to find the book that you would like to reserve and click on the book. (If you are in your account, click on the Morrin square to get back to the search bar). Click on the title of the book to get to the detailed listing of the book, which provides more information about the book, including its status:

Once on the detailed listing of the book, it is possible to see the circulation status (if the book is checked out). If it is checked out and you would like to borrow it, click on reserve on the left-hand side.
Confirm that you would like to put the book on reserve by clicking “send.” Then you will see a message confirming that your reserve request has been sent to the library staff.

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Our online collection has a separate catalogue: www.morrin.overdrive.com/