

How to Place a Hold

- A library account with a username and a password are required to place an item on hold.
- Click on Login (upper right screen corner).
 - Enter the username **AND** password.
- Click on the “Catalog” tab (upper left area).
 - Enter the Title or Author or Keyword or Subject or Series of the item in the “Find” box.
 - Click on the corresponding square – Keyword, Title, Author, Subject, or Series.
 - Find the desired item from the list. Be aware of authors and formats.
 - Note abbreviations: LP=Large Print; CD=Compact Disk; DVD=Digital Video Disk; FIC=Fiction; M=Mystery; SF=Science Fiction; W=Westerns
 - If there is “0 of 1 (or more) available” place the cursor on the words of the title. When the words turn blue and are underlined, click on the TITLE of the item. DO NOT CLICK ADD TO THIS LIST!!!
- On the next screen click the “Hold” box (upper right screen corner). This icon will not display if a copy is available in the library.
- A message confirming the “Hold” status will display.
- For a new search, click on “Catalog”
- A library staff member will call you when the item is ready for pick-up.

- You may click on “How do I...?” in the upper right corner below the green line for more information.

- Click on “Logout” (upper right screen corner) before leaving the computer.