

## 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.