

How to Place a Hold

A Library account is required to place an item on hold.

RHJLibrary.com

- › Click “**Sign In**” (Above the blue & orange bar on the right) and enter your **Rec Card Number** and **password** (last 4 digits of the phone number the Rec Center has on file for you).
- › Click on the search box in the blue bar and enter the title, author, series, or keyword and click **Search**.
- › Find the desired item from the list. **Be aware of authors and formats.**
- › **Items that are available can now be placed on hold as well.**
- › Click on **Place Hold** to the right of the format that you would like.
- › Click **Submit Hold Request**.
- › A message confirming the hold status will display.
- › **Wait for notification from the library to pick up hold.**
- › **Items shown as On Shelf will not be immediately ready to pick up at the library.**
- › **Once notified you will have 3 days to pick up the title.**

Access Your Library Account

- › In your browser type www.rhjlibrary.com
- › Click on **Sign In** (Above the blue & orange bar on the right)

The image shows the homepage of the R.H. Johnson Library website. At the top left is a logo featuring a stylized flame or flower in orange and yellow above a blue semi-circle. To the right of the logo, the text "R.H. Johnson" is in blue and "LIBRARY" is in orange. In the top right corner, there is a "Languages & Display" settings icon. Below the header, there is a navigation bar with icons for home, events, and purchase suggestions. On the right side of this bar, a "SIGN IN" button with a right-pointing arrow is circled in red, with a red callout box containing the text "Click Here" and an arrow pointing to the button. Below the navigation bar is a search bar with a magnifying glass icon, a dropdown menu set to "by Keyword", another dropdown menu set to "in Library Catalog", and a "Search" button. Below the search bar are five category buttons: "Spotlight", "Fiction", "New items", "Large Print", and "Local Authors". Below these are three sub-category buttons: "Mothers", "Night Owl", and "hot and cold". At the bottom, there is a "Spotlight » Mothers" section with a search icon and a "Covers" button. This section displays a row of book covers: "One Italian Summer" by Rebecca Serle, "Kristin Hannah fly away", "Pieces of Her" by Karin Slaughter, "winter garden" by Kristin Hannah, "Legacy" by Nora Roberts, and "Hideaway" by Nora Roberts. A "Grid" button is also visible in the top right of the book display area.

Sign In



Rec Card Number / Username

123456

Password

....

Forgot Password? [Reset My Password](#)

Reveal Password

Keep Me Signed In

Close

Sign In

- > **Enter your Rec Card Number** as the Username
- > **Password** is the last 4 digits of the phone number that the Rec Center has on file for you.
- > Click **Sign In**.



Search

Spotlight

Fiction

New items

Large Print

Local Authors

Mothers

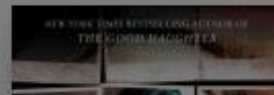
Night Owl

hot and cold

Spotlight » Mothers

Covers

Grid





R.H. Johnson LIBRARY

Languages & Display

[Home](#) [EVENTS](#) [PURCHASE SUGGESTION](#)

KAITLIN B. [Menu](#)

by Keyword in Library Catalog

- Box, C. J
- Box, C.J
- Bon Appetit
- Boxer, Lindsay
- Boxer, Lindsay -- (Fictitious character) -- Fiction
- The black **box** a novel
- Boxers (Sports) -- Biography
- Boxer, Lindsay (Fictitious character)

Checked out
» Physical
» Digital
Titles On
» Physical
» Digital
Fines \$0.00
Purchase Suggestions **2**
Your Rec Card

3

OVERDUE
3

Click on the **search box** in the blue bar and enter the title, author, series, or keyword and click **Search**.
The library catalog will suggest authors, titles, or genres you may be looking for.

box by Keyword in Library Catalog Search

Narrow Your Results Browse » Catalog Search » Showing 1 - 20 of 643

Fiction / Non-Fiction
 Fiction (336)
 Non Fiction (110)

Format
 DVD (217)
 eBook (185)
 Book (150)
 Large Print (101)
 eAudiobook (66)
 more ...

> Author
 > Subject
 > Series
 > Genre
 > Added in the Last
 > Publication Date
 > Movie Rating
 > Shelving Location

Books (226) eBook (227) Audio Books (82) Movies (222)

Entire Collection (643) Available Now in Library (495) Available Now Online (209)

Sort by Best Match Hide Covers Covers List Search Tools

1) **Storm watch**
 Author Box, C. J.
 Series Joe Pickett novels volume 23

Book Show Edition	Checked Out 1 copy, 4 people are on the wait list. Where is it?	Place Hold
eAudiobook Show Edition	Checked Out 1 copy, 2 people are on the wait list.	Place Hold Libby Preview From the book
eBook Show Edition	Checked Out 3 copies, 18 people are on the wait list.	Place Hold Libby Preview From the book

Find the desired item from the list. **Be aware of authors and formats.** Items that are available can now be placed on hold as well. Click on **Place Hold** to the **right** of the **format** that you would like. **Items shown as On Shelf will not be immediately ready to pick up at the library.**

PURCHASE SUGGESTION KAITLIN B.

Place Hold on Storm watch

Holds allow you to request a title to be held for you at the library. Wait for notification from the library to pick up hold. Items shown as On Shelf will not be immediately ready to pick up at the library. Once notified you will have 3 days to pick up the title.

I want to pick this up at

R.H. Johnson Library

Log me out after requesting the item.

Close **Submit Hold Request** Place Hold

STORM WATCH

Click **Submit Hold Request**.

**Wait for notification from the library to pick up hold.
Once notified you will have 3 days to pick up the title.**

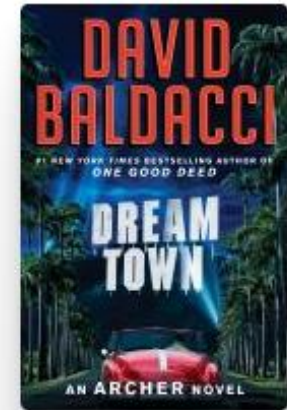
Storm watch /



Your hold was placed successfully.

Wait for notification from the library to pick up hold. Items shown as On Shelf will not be immediately ready to pick up at the library.

While You Wait



Close

A message confirming the hold status will be displayed.

Wait for notification from the library to pick up hold.

Items shown as On Shelf will not be immediately ready to pick up at the library.

Once notified you will have 3 days to pick up the title.