

**IMPORTANT:**  
Remember to protect your privacy by logging out when done.

## Reviewing your holds:

### 1 Log in to your account:



• Log in to the catalog using the boxes labeled **Library card number** and entering your **PIN**...

... **OR** by clicking on “**My Account**” on the menu bar and logging in on the screen that appears.

### 2 Find your list:

Click on “**Review My Account.**”  
The next page will show a list of your current check outs followed by your holds.



### 3 Review your list:

This page will show a list of your **current check outs** followed by your **holds**.

My Account			
Checkouts		5 checkouts 1 hold	
Title	Author	Date Due	
The greatest generation speaks [sound recording]	Brokaw, Tom.	10/3/2005 23:59	
Cheaper by the dozen [sound recording]	Gilbreth, Frank B. (Frank Bunker), 1911-	10/3/2005 23:59	
My left foot [sound recording]	Brown, Christy, 1932-	10/3/2005 23:59	
The happy isles of Oceania [sound recording]	Theroux, Paul.	10/3/2005 23:59	
Zen and the art of motorcycle maintenance : an inquiry into values	Pirsig, Robert M.	10/3/2005 23:59	
Holds			
Cancel Title	Author	Availability	
Family history 101 : a beginner's guide to finding your ancestors	Melnyk, Marcia Yannizze, 1951-	Your hold is #: 1	

You can **see your place in the holds list** and you have the option to cancel your hold by clicking on “**Cancel Selected Holds.**”

**If you want to inactivate or suspend your holds, please contact a staff member.**

# Catalog Guide #3 Placing Holds



The Catalog makes it easy for you to place holds on books and other library materials.

### Time saving tip!

Log in first— **before** searching the Catalog, it will allow you to place holds on multiple items without having to re-enter your 14-digit library barcode and PIN for each hold.

### Important:

When you are done with your session, please be sure to log out.

### To learn more, see:

- Guide #1: Basic Features
- Guide #2: My Account

**If you have any questions** about the Catalog, please ask a staff member for assistance.

[www.fvrl.org](http://www.fvrl.org)

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# Placing a hold

## 1 Find a title:

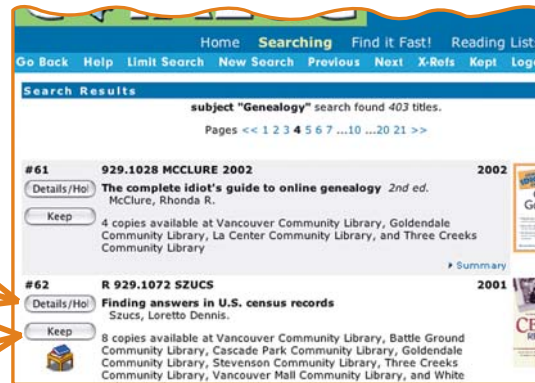
- Log in to the catalog (logging in before you start will allow you to place multiple holds without having to re-enter your library card and PIN numbers for each hold)
- Complete a search and find a title you wish. **Please see Catalog Guide # 1 on "Basic Features"** for more details.



## 2 How to place a hold:

Locate the title you wish to place a hold on; click on **"Details/Holds."**

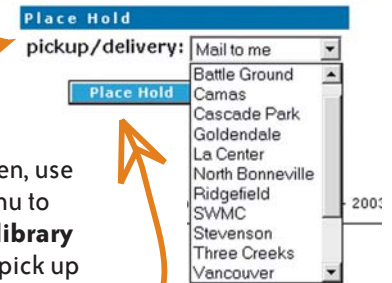
Click **"Keep"** to add titles to a list. Use **"Kept"** on the toolbar to print or email titles.



## 4



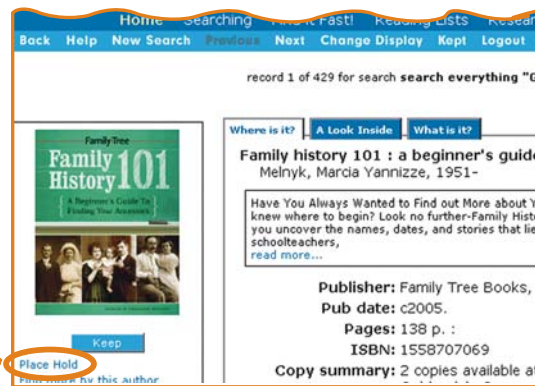
- On the **"Hold"** screen, use the drop-down menu to **select the branch library** where you want to pick up the materials, or select **"Mail to me"** if branch pick-up is difficult for you.



## 3

The **"Place Hold"** button is at the far left of the screen

- Click to go to the holds screen.



## 5

- Then click on **"Place Hold."** If you need to change your pick-up location, click on the **"Clear"** button and start over. Once your hold is placed, you will see your card number and information about the hold.
- Click the **"OK"** button to return to the **"Search Results"** screen.

You can then proceed to place holds on additional items or finish your session by logging out.

