

## How to Place a Hold on an Item



- 1) Log on to the library website at <http://www.ecrlib.org>
- 2) Click on **ECRL catalog** on the left
- 3) Click on the **My Account** option in the lower right hand portion of screen
- 4) Enter your **Username** or **Library Barcode** and then your **Password** (*ask library staff for assistance, if needed*)
- 5) Your “**Account Summary**” screen appears
- 6) Click on the **Advanced Search** option on the left hand side of the screen. A new window will open. Use the drop down menu by Keyword to choose your search options (keyword, title, author, series). You may also limit your search (fiction, nonfiction, adult, juvenile, audio, video) by choosing the options on the right hand side of the screen.
- 7) Click on submit search and your search results will appear on the screen
- 8) Once you have found the item you want to place on hold, click on the **Place Hold** option (it is underlined)
- 9) You may also click on the title for the record summary of the item and click on the **Place Hold** option (it is underlined) in the upper right hand corner.
- 10) The **create/edit hold screen** will appear. Make sure the information including the pickup location is correct and simply click on place hold.
- 11) A screen saying “**hold successfully placed**” will appear.
- 12) You may cancel or edit your hold on the **Account Summary** screen under **Items on Hold**.

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