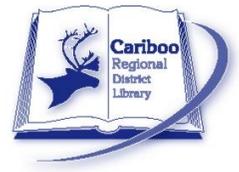


# Placing Your Own Holds



1. Go to CRDL website (www. <http://www.cln.bc.ca/>)

2. Click Search the Catalogue (at the top right hand corner of the webpage)



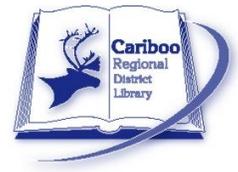
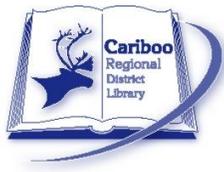
3. Search for the title, author, subject or series that you are interested in. (For more information on searching the CRDL catalogue [click here.](#))

4. Find the title you are looking for and check its status. In this example, the branch or individual library (ie. Williams Lake branch) has 1 copy. It is checked out. 0/1 signifies that the copy is checked out. The system (ie. all the libraries in the CRDL) has 3 copies. They are also all checked out. You can place a maximum of 5 holds.

5. Click on the title.

6. At the far right of the screen you will see the option to Place Hold

7. You will be prompted to log in. Enter your Username first. Your username is your library card barcode no number – no spaces. If this is your first time logging in your password should be the last 4 digits of your phone number. There is an extra step the first time you login to protect the integrity of your account. You will be required to change your password (it must be at least 7 characters with at least one number and one letter).



# Placing Your Own Holds

- Choose how you would like to be contacted when the hold arrives. You have the option of telephone, email or both. Selecting email as your primary contact preference (and in your Account) will also provide you with a reminder that your items are due in a few days.
- Select the branch where you would like to pick up your hold. The default location will be your home branch.

- Advanced Hold Options allows you to select acceptable alternative formats (ie. large print, or book CD). To select more than one format, press Shift and click on the formats.

- To finalize the hold, click Place Hold. The system will check for the possibility of hold fulfillment and confirm your hold. Click OK.



Questions? Contact your [Area Branch](#).

