

## I want to place a Hold on an item

If there is a library item in our online catalog that you want, you may place a HOLD on it and pick it up **at any of our libraries at no charge**.

Follow these simple instructions below to place a hold. Be sure to select either Orange Public Library & History Center (Main), Taft, or El Modena as the location you would like to pick the item up at when it becomes available.

### How to place a Hold online:

- Search the [Catalog](#) for your item.



The screenshot shows the Orange Public Library website's search interface. At the top, there is a blue header with the library's logo and name. Below the header is a navigation bar with links for Search/Home, Find It Fast!, Kids' Library, My Account, Local History Photos, and Databases. A green bar contains links for Go Back, Help, and Logout. The main search area includes a search type selector with radio buttons for Keyword (selected) and Browse. A search input field contains the text "to kill a mockingbird". Below the search field is a dropdown menu for library selection, currently set to "ALL". There are several blue buttons for search criteria: "words or phrase", "author", "title", "subject", "series", and "periodical title". A "Power Search" link is also visible.

- Once you find a desired item, click on *Item Details*.
- Click *Place Hold* (located on the left hand side of the record, usually below the cover image).



- Click the blue “Place Hold” button. Confirmation will read:

**Hold(s) Placed**

To kill a mockingbird

Lee, Harper.

FIC LEE

Pickup at: Taft Branch

Expiration date: Never expires

If your item(s) are currently available at the library and you want to pick them up right away, please call your library: Orange Public Library & History Center (288-2400), Taft (288-2430), El Modena (288-2450).

Otherwise, you will receive notification when your hold is ready for pick up **via email, phone, or U.S. Mail**, depending on the contact information in your library card account.

Holds will be held for **1 week**. Orange Public Library does not charge any fee to Place or to Cancel Holds. There is a \$0.50 charge for any Holds not picked-up within 7 days. A total of 10 Holds may be placed on your library account.

The default location for Holds placed online will be the location where you registered for your library card. You may also ask staff to change the default location to select a different branch.

### **To Cancel Holds online:**

- First, click on CATALOG from the Library Home Page
- Click on the blue “My Account” link at the top center of the page
- Click on the blue “Review my Account” link on the left side
- Enter your library card number and birthday in the boxes provided
- Check the box next to the Hold you want to Cancel
- Click the blue “Cancel selected holds” button