

Putting Holds on Items

1. Go to: <https://catalog.ncls.org>
2. Click on Login
 - a. Enter your Library card # and PIN (last 4 digits of the phone number we have on file)
3. Select what you want to search by: Title, Author, Subject, etc.
4. Type in the title, author, subject, etc. and press enter or "Search."
5. Once you've found the item you wish to reserve click "Place Hold."
6. A pop up window will come up and you will be able to change what library you wish the item to be delivered to.
7. Click the "Place Hold" button and wait for it to verify that your hold request was successful.
8. You will be called or an email will be sent to you when items are available.

Reasons you may not be able to request a hold on an item include:

1. The item may be from a non-automated library. Please contact your local library and they may be able to reserve the item for you.
2. The item may be new to that library and be reserved for their patrons.

Please allow at least 1 week for items to reach the library from other libraries and 24 hours for in house items to be picked up.

If you have any questions or problems, please contact your library.