

# HOW TO PUT A BOOK ON HOLD



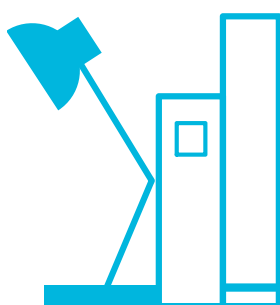
## LOG ON TO YOUR LIBRARY ACCOUNT

There are two ways to log on to your library account:

1. From the [library home page](#), click on "My Account"
2. From the [library catalog page](#), click on "Log in"

## ABOUT YOUR LIBRARY ACCOUNT LOGIN...

Your library account is separate from your NPC webmail or D2L login; your username will be your 7-digit NPC ID number, and your password will be the last 4 of your SSN.



## SEARCH THE CATALOG

In the library catalog search window, type a word or phrase that you might find in a title or subject, or type part or all of an author's name.

## PUT A BOOK ON HOLD

Browse search results & click on an item title for more information on that title. If you want to place a hold on the item, click the "Place Hold" button.



## CHECK YOUR EMAIL

You will receive an email with instructions on when, where and how to pick up your item when it is ready. If you have any problems or questions, click on "Ask a Librarian" or use our new chat feature!

## BROADEN YOUR MIND

Read for pleasure or just to broaden your knowledge of things. There are a lot of things to learn out there! Trust us; we librarians may seem to know everything, but we don't. We just know a lot because we read a lot. 😊



WE HOPE TO SEE YOU SOON!