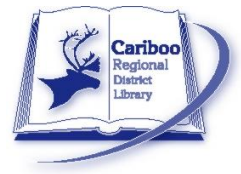


Placing Your Own Holds



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.](#))

James Patterson	Go!
Keyword	All Formats
Keyword	

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.

Don't blink : a novel
Patterson, James
1st ed. | c2010 Little, Brown and Co. | print 376 p. ; 25 cm.

Place Hold Google Books Search

This Branch: 0/1
This System: 0/3

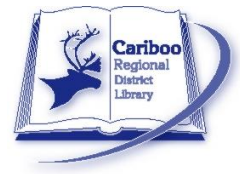
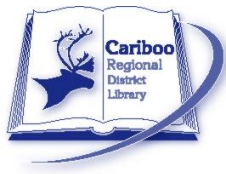
5. Click on the title.

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

Result 1 of 186		End
Record Summary		
Title	Don't blink : a novel / by James Patterson and Howard Roughan.	
Author	Patterson, James	
		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).

Enter your username or library barcode	23923...
Password
<input type="button" value="Login"/> <input type="button" value="Cancel"/>	



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.

Create / Edit a Hold	
Recipient:	Boop, Betty
Title:	Don't blink : a novel
Author:	Patterson, James
Format:	Books
Physical Description:	print 376 p. ; 25 cm.
Contact telephone number:	250-333-5454 (xxx-yyy-zzzz)
Enable phone notifications for this hold?	<input checked="" type="checkbox"/>
Contact email address:	(Patron has no configured email address) (See My Account for setting your email address)
Enable email notifications for this hold?	<input type="checkbox"/>
Pickup location:	100 Mile House Branch
Expiration date:	
Suspend this hold (Help):	

- 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.

Advanced Hold Options

- Books
- Large Print Books
- Audiobooks

- 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](#).

