Placing a book on hold from Creve Coeur Public library Webpage

1. Click on the Library Database tab

2 At the bottom of the page, under library search select Creve Coeur Library Database

3 Enter your Library Card number that is located on the back of your library card

4 Type in you the password you have for your account, if this is your first time accessing your account you will have the generic password "change me"

5 Type in any of the Author, title, series, subject
6 Limited the search to the home library, any library or to all libraries we are connected to we are connected to over 200 libraries

7 A list of materials will appear that matched what you put in your search term. Since I used James Patterson as my example.

Click on the Details/hold button to bring up the record

8 Click on the button that says hold will move into the hold screen

Clicking on the holds button moves you into the hold screen

9. You may select where you want to pick up the material, i.e. a library closer to where you work.

10 On the bottom of the screen hit the hold button to complete the process

****Notes

If for some reason you would like to suspend a request, you may suspend the request for the time you are out of town. So in the **Suspension start date** you enter in the time you will be gone. Then in the **Suspension end date**, you place the date you will be back this way you will still have your book without canceling the request.

Place Hold

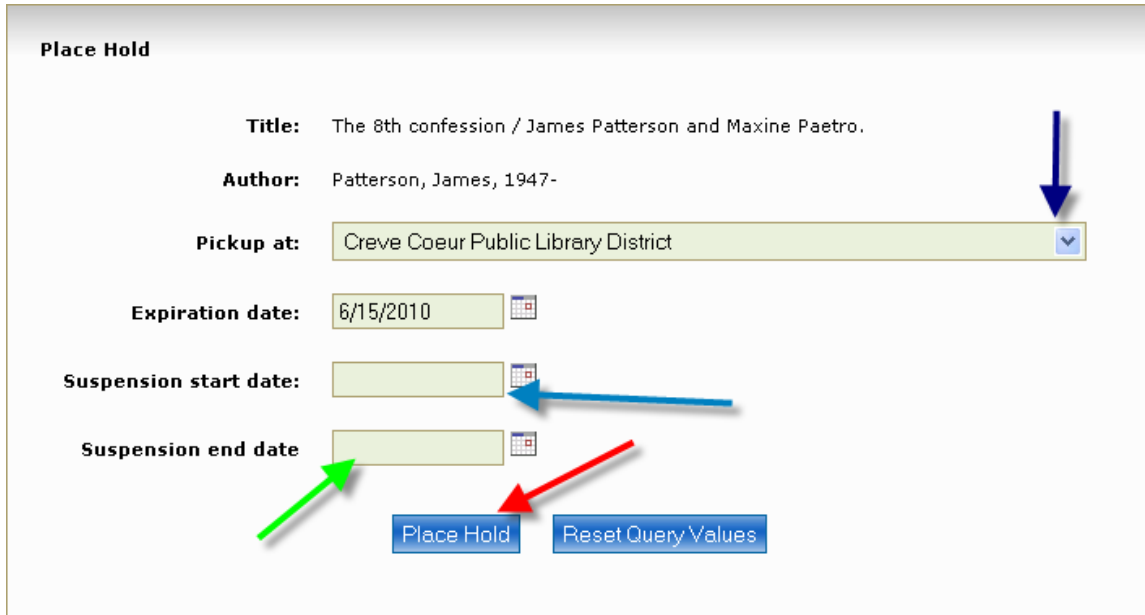Title: The 8th confession / James Patterson and Maxine Paetro.

Author: Patterson, James, 1947-

Pickup at: Creve Coeur Public Library District

Expiration date: 6/15/2010

Suspension start date:

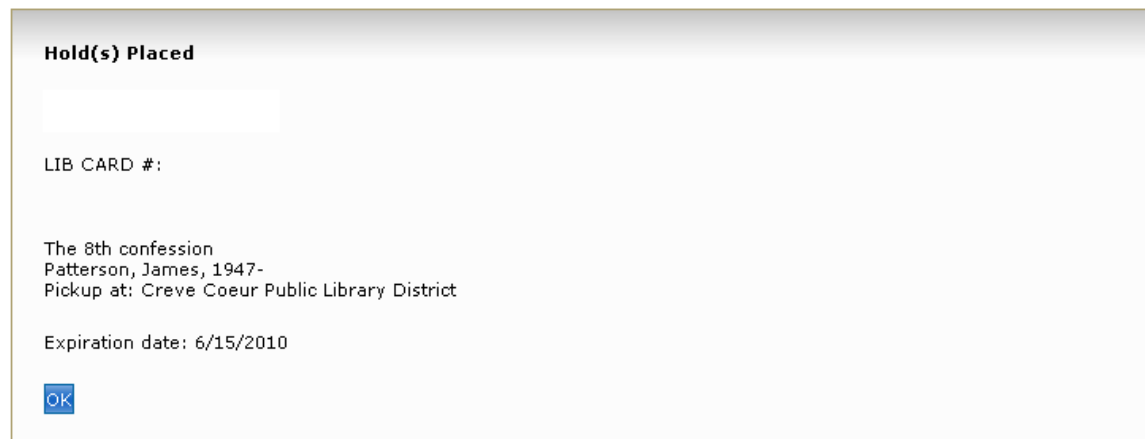Suspension end date

Place Hold   Reset Query Values

11 You will get a confirmation screen stating the hold has been placed

Hold(s) Placed

LIB CARD #:

The 8th confession
Patterson, James, 1947-
Pickup at: Creve Coeur Public Library District

Expiration date: 6/15/2010

OK