

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”

The screenshot shows the RSA Cat login interface. At the top, there are logos for 'RSACat LIBRARIES DELIVERED' and 'RESOURCE SHARING ALLIANCE'. Below the logos is a search bar with a dropdown menu set to 'words or phrase', a text input field, and 'Submit' and 'Reset' buttons. The main heading reads 'Search all RSA libraries.' Below this is a section for logging in, titled 'Login to RSA Cat using your library card number and pin to renew materials, check or change the status of holds, and set favorite authors and subjects.' The login form has a title 'Login to your RSA Cat Account' and two input fields: 'Library Card #' (with '(No spaces)' next to it) and 'PIN:'. A 'Go' button is next to the PIN field. A red arrow points from the text 'Enter your barcode here' to the Library Card # field. A blue arrow points from the text 'Enter your password' to the PIN field. Below the form is a link 'Request PIN via email'. At the bottom, there is a note: 'If you don't know your pin/password and don't have a valid email in the system, please contact your local library. You can look up library phone numbers and addresses here: <http://www.alliancelibrarysystem.com/Membership1/membershipALL.cfm>'

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

The screenshot shows the 'Quick Search' interface. It has three radio buttons for 'search type': 'Keyword' (selected), 'Browse', and 'Exact'. Below this is a 'search terms:' field containing 'james patterson', a dropdown menu set to 'words or phrase', and a 'Search' button. A red arrow points from the text 'Enter the search term here ie title, author, and etc' to the search terms field. Below the search terms field is a 'library:' dropdown menu currently showing 'Creve Coeur Public Library District'. A blue arrow points from the text 'You can search our library, any other library, or all the libraries' to the library dropdown menu. At the bottom right of the search area is a link for 'Advanced Search'.

You can search our library, any other library, or all the 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.

**Search Results**  
**words or phrase "james patterson"** search found 71 titles.  
 Sorted by: New to Old  
 Limited by-- library:CREVEC-PLD

Pages << 1 2 3 4 >>  
[Keep All on this Page](#)

#1 **The 8th confession 1st ed.**  
**Patterson, James, 1947-**  
 1 copy onshelf at: Creve Coeur Public Library District in Fiction

**copies in: 1 of 1**  
 2009

[Details / Holds](#)  
[Keep](#)

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

**The 8th confession**  
 Patterson, James, 1947-

**copies in: 1 of 1**

**Publisher:** Little, Brown and Company,  
**Pub date:** 2009.  
**Pages:** 361 p. ;  
**ISBN:** 9780316018760  
**Item info:** 1 copy onshelf at: Creve Coeur Public Library District.  
**A Look Inside:** [URL](#) [URL](#) [URL](#) [URL](#) [URL](#) [URL](#) [URL](#)

**Other Editions. Click title to open item.**  
[The 8th Confession by Patterson, James, 1947- \(ISBN 9780316043588\)](#)  
[The 8th Confession by Patterson, James \(ISBN 9781600245374\)](#)  
[The 8th confession \[sound recording\] by Patterson, James, 1947- \(ISBN 9781600245404\)](#)

**Similar Books. Click title to open item.**  
[Long lost by Coben, Harlan, 1962-](#)  
[First family by Baldacci, David](#)  
[Run for your life : a novel by Patterson, James, 1947-](#)  
[Mr. and Miss Anonymous by Michaels, Fern](#)  
[Loitering with intent by Woods, Stuart](#)  
[Deadlock by Johansen, Iris](#)  
[Just take my heart : a novel by Clark, Mary Higgins](#)

**Tags for this item. Click to open the tag browser and see similarly tagged items.**  
[20th century bestseller](#) [booklist](#) [contemporary](#) [crime](#) [detective](#) [general fiction](#) [James Patterson](#) [murder](#) [mystery](#) [Mystery/Suspense](#) [new books](#) [police](#) [San](#)

**Place Hold**  
 Holds in all libraries: 160  
 Find more by this author  
 Find more on these topics  
 Nearby items on shelf  
 Tell me when new materials by this author are available  
 Tell me when new materials on these topics are available

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.

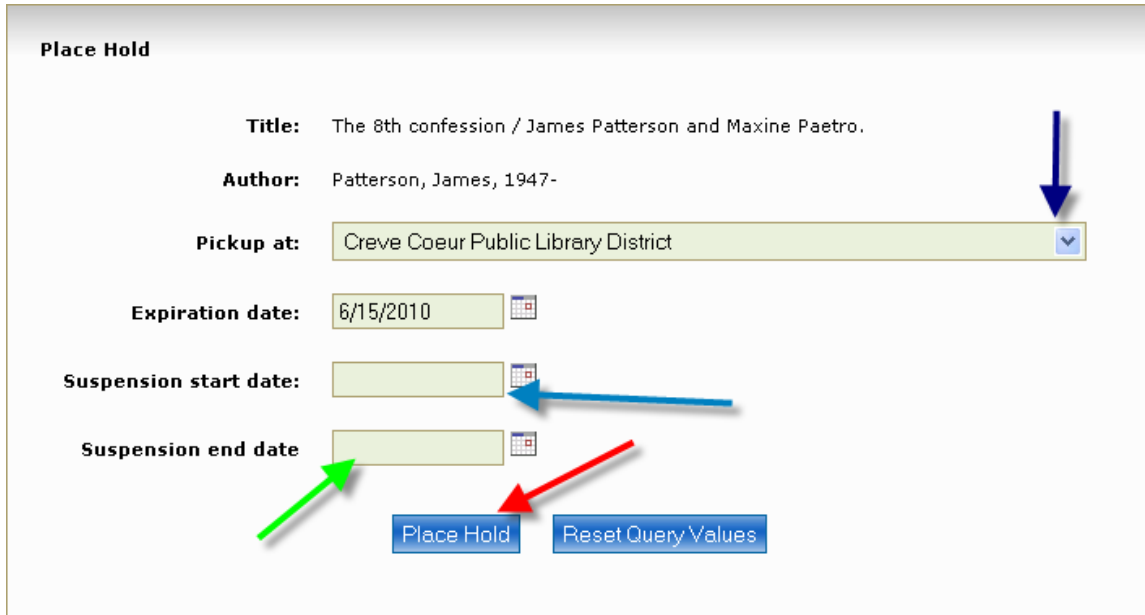
**Author:** Patterson, James, 1947-

**Pickup at:** Creve Coeur Public Library District

**Expiration date:** 6/15/2010

**Suspension start date:**

**Suspension end date:**

A screenshot of a web form titled "Place Hold". The form contains several fields: "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", and "Suspension end date". There are two buttons at the bottom: "Place Hold" and "Reset Query Values". A blue arrow points down to the "Pickup at" dropdown menu. A blue arrow points to the "Suspension start date" field. A red arrow points to the "Place Hold" button. A green arrow points to the "Suspension end date" field.

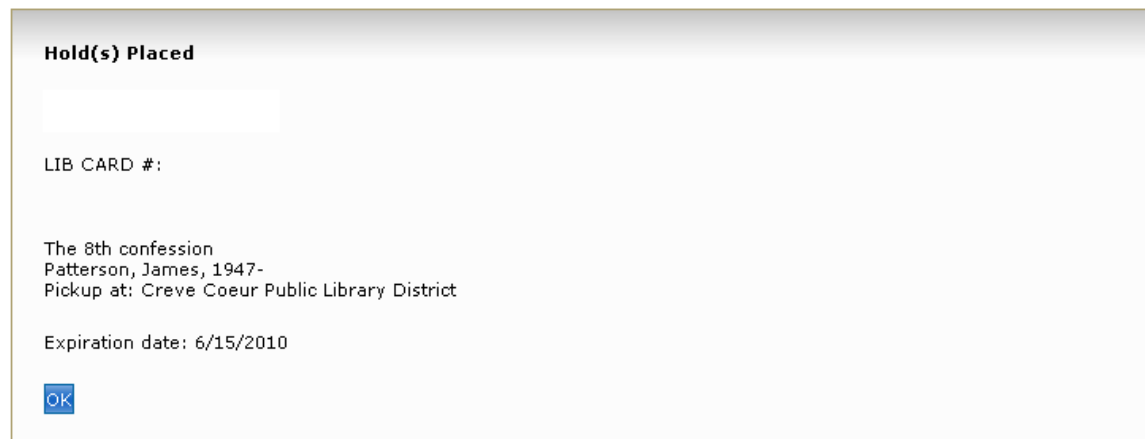
11 You will get a confirmation screen stating the hold has been placed

**Hold(s) Placed**

LIB CARD #:

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

Expiration date: 6/15/2010

A screenshot of a confirmation screen titled "Hold(s) Placed". It displays the following information: "LIB CARD #:" (with a blank field), "The 8th confession", "Patterson, James, 1947-", "Pickup at: Creve Coeur Public Library District", and "Expiration date: 6/15/2010". At the bottom, there is an "OK" button.