Portage District Library Help Sheet: How do I place a hold?
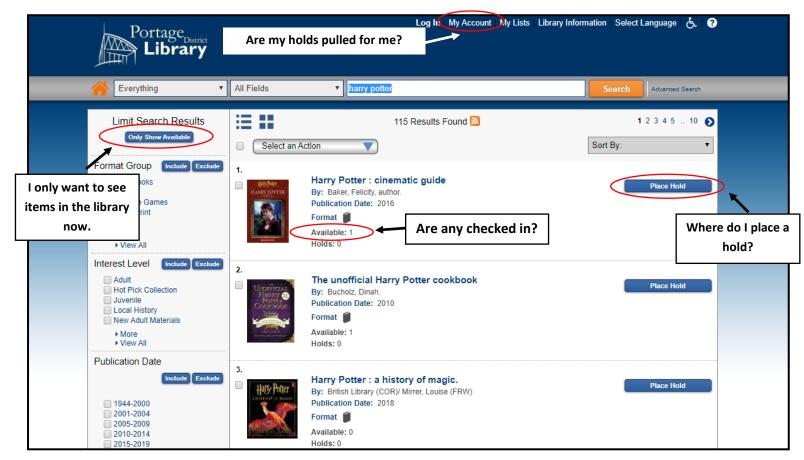
1) Go to http://portagelibrary.info/ and click on "Catalog".

2) Search for an item you would like to place on hold. (Hint: Make sure your item is available. If it says "Available: 0", you can still place a hold, but we won't be able to pull the item for you until it is returned and out of quarantine.   If you only want to see available items, click on the "Only Show Available" button on the top left.) You may currently place 10 holds.

3) Click on the "Place Hold" button to the right of the item.

4) Enter your library barcode number. It's located on the back of your Portage District Library card. It begins with 231.

5) We will pull the item for you. If you have an email listed on your account, you will receive an email as soon as the item is pulled for you. At this time, it may take up to 2 days for us to pull your holds for you. You can login to "My Account" from the Library website and check the status of your holds. You can also call (269)329-4544 and select the Circulation Department to check if your item is ready to be picked up.

Need more help? Email Answerline@portagelibrary.info or call (269)329-4544 for help.