

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.

The screenshot shows the Portage District Library website interface. At the top, there is a navigation bar with links for "Log In", "My Account", "My Lists", "Library Information", "Select Language", and a help icon. A callout box "Are my holds pulled for me?" points to the "My Account" link. Below the navigation bar is a search bar with "harry potter" entered and a "Search" button. On the left side, there are filters for "Limit Search Results" (with a callout "Only Show Available" circled in red), "Format Group", "Interest Level", and "Publication Date". A callout box "I only want to see items in the library now." points to the "Only Show Available" button. The main content area shows 115 results found. The first result is "Harry Potter : cinematic guide" by Baker, Felicity, author, published in 2016. It has 1 available item and 0 holds. A callout box "Are any checked in?" points to the "Available: 1" text. To the right of this result is a "Place Hold" button, which is circled in red. A callout box "Where do I place a hold?" points to this button. The second result is "The unofficial Harry Potter cookbook" by Bucholz, Dinah, published in 2010, with 1 available item and 0 holds, and a "Place Hold" button. The third result is "Harry Potter : a history of magic." by British Library (COR)/ Mirror, Louise (FRW), published in 2018, with 0 available items and 0 holds, and a "Place Hold" button.

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

