

Placing Holds from the OPAC

(Online Public Access Catalog)

1. Create list of wanted titles in the Public Access Catalog.
 - a. Open the on-line Catalog and Search for the books on the subject or by the Author you are interested in.
 - b. Check all items you want, and on each page, choose "Save checked items to List".

Display 1 to 10 of 17 items

Select an option to save result

- Select an option to save result
- Save checked items to list
- Save all items to list
- Uncheck all selections

Location: Multiple : Multiple / Multiple Multiple

2. [Bad Day at Riverbend Title](#)

Location: Lincoln Elementary : Easy / E Van **Checked Out, Due Back October 29, 2004**
3. [Bad day at Riverbend / Chris Van Allsburg Title \(1995\)](#)

Location: Washington Elem. : Easy / E VAN **Checked Out, Due Back October 29, 2004**

2. Then click on "Review List" button at top of search screen.
 - a. The list will appear, **check** items you want. Click "Hold Request".

Sort by Title Sort by Author Sort by Date Sort by Number of Pages Continue Searching

To Place a hold request, booking request or remove titles select or check the items, then click the appropriate button.

Remove item(s) Hold Request(s)

Tuesday, 05-Oct-2004 13:08:23 *** Sterling High School Catalog**

<input checked="" type="checkbox"/>	7 kings and 42 elephants / Margaret Mahy ; pictures by Patricia MacCarthy. Mahy, Margaret New York : Dial Books for Young Readers, 1987. 26 p. : col. ill. ; 28 cm.	<ul style="list-style-type: none"> • Franklin Elementary <ul style="list-style-type: none"> ◦ Easy <ul style="list-style-type: none"> ▪ E MAH [Available] ▪ E MAH [Available] • Lincoln Elementary <ul style="list-style-type: none"> ◦ Easy <ul style="list-style-type: none"> ▪ E MAH [Available]
<input checked="" type="checkbox"/>	All about elephants. Illustrated with drawings by the author and with photos. Foreword by Fairfield Osborn. Burger, Carl, 1888-1967. New York, Random House [1965] 132 p. illus. 24 cm.	<ul style="list-style-type: none"> • Jefferson Elementary <ul style="list-style-type: none"> ◦ Non Fiction <ul style="list-style-type: none"> ▪ 599.6 BUR [Available]
<input checked="" type="checkbox"/>	A Book of elephants / compiled by Katie Wales ; illustrated by David McKee. New York : Parent's Magazine Press, 1977.	<ul style="list-style-type: none"> • Sterling Public Lib <ul style="list-style-type: none"> ◦ Pict. Bk. Room <ul style="list-style-type: none"> ▪ jE [Available]

- b. Then enter your JSchool ID and PIN#,
- c. and "Submit Request"



Item	Title	Author
1.	The ant and the elephant. Written and illustrated by Bill Peet. Title	Peet, Bill
2.	Babar the elephant comes to America [videorecording]. Title	

Please enter the following information.

(Note: You must be a registered patron of the library before submitting a request.)

Patron / Alternate ID Number:

PIN:

Submit Request

.The holding library will receive your request and send the book to your building. The librarian will check the books out to you and notify you that they are in. This should only take 2 days.