How to Place a Hold in the Online Catalog

- To place a hold on an item that you'd like to check out, first go to NPL's online catalog at <u>norwichpl.kohavt.org</u>.
- Next, search for the item you're looking for.

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	Q the book of goose)		by Keyword	~	in Library Catalog	, ~	Q Search	
<	Read Where You Are: New England	New Fiction	New Non-Fiction		Graphic Novels for Kids		or Graphi	Graphic Novels for Teens	
			For kids	For adults					

- When you find the item you're looking for, click on "Place Hold."
- PLEASE NOTE that if the record says "Available at another library" instead of "On Shelf," you will not be able to place a hold, because NPL does not own the item. In this case, <u>fill out our request form</u> to submit an interlibrary loan request for the item.



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Fabienne is dead. Her childhood best friend, Agnès, receives the news in America, far from the French

- You'll be prompted to sign into your library account using the barcode number on your library card and your account password.
- If you don't know your barcode or password, click on "Reset My Password" or contact the library at (802) 649-1184 for assistance.

Sign In	×
Barcode	
Password	
	Forgot Password? Reset My Password
	Don't have a library card?[Register here!] (https://www.norwichlibrary.org/getting-a-library-card/)
	Reveal Password
	□ Keep Me Signed In
	Close Continue

- Once you've signed in, you'll see the screen below. If you'll no longer want the item after a certain date, you can enter that date in the field labeled "Automatically cancel this hold if not filled by ____." If you don't have a deadline for the item, you can leave this field blank.
- Click "Submit Hold Request."

is ready you will receive a notification. You will then	for you to pick up at the chosen library. Once the title n have 7 days to pick up the title at the library.
want to pick this up at	
Norwich Public Library	
Automatically cancel this hold if not filled by	
mm/dd/yyyy	
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• You'll see a message indicating that the hold was placed successfully. You're all set! You'll receive an email or a text when the item is available for you to pick up.



- To manage existing holds, hover over your name in the upper right of the screen (if you don't see your name, you'll need to sign in first).
- Click on the second item in the menu, "Titles on Hold."



- Under "Pending Holds," you'll see any items you currently have on hold.
- From here, you can cancel or suspend a hold. If you click on "Suspend Hold," you'll be asked what date you would like the hold to thaw. This means that the hold won't come into effect until the date you select.

			Last Loaded 03:04 PM Refresh 2
Holds Ready F	or Pickup		
These titles have arrived at the	e library or are available	e online for you to use.	
ou do not have any holds that a	are ready to be picked u	p.	
ending Holds			
These titles are currently che	cked out to other patron	s. We will notify you when a title is a	available.
Position ~]		Hide Covers
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