STEPS TO PLACE A HOLD



1. You will need to know your login information for your library's public catalog. This is your userID and a password. If you cannot remember yours, email <u>circdesk@lymenhlibrary.org</u>, <u>jrussell@lymenhlibrary.org</u>, or call us (okay to leave a message) at (603)795-4622 to get that information.

2. Log into the online public access catalog (OPAC) with your login. The Converse Free Library OPAC is located via our website: <u>http://lymenhlibrary.org/</u>. Click on BORROW then Search the Online Catalog. You will see a place to log in on the right side of the screen.

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Library Website Cont	act Us Calendar Information Useful Links COVID-19 Resources and Info	
Search Library catalog 🖌		Go
Advanced search Recent cor	nments Most popular	\frown
Home		
New Hampshire		Log in to your account:
Downloadable Books Consortium		Login:
NHAIS ILL System (for	Die Destander n Verschaft des	Descuerde
Lyme School		
Hanover High School Library		Log in
St. Johnsbury Academy Grace Stuart Orcutt Library		Forgot your password?

3. Once logged into the OPAC, you can do a search using the Basic Search option or the Advanced Search option.

4. In the set of results that are retrieved, there is a link to place a hold from the brief record displayed. Clicking on a title will also allow you to place a hold.



5. Once you have clicked on Place a Hold, you will be presented with one more screen to select Confirm Hold. If you are unable to place a hold on an item, there will be a screen alerting you of the issue.

Home > Placing a hold	
Confirm holds for: Judith G. Russell (24385000000106)	
Place a hold on The red lotus /, by Bohjalian, Chris, Your priority: 1	
Show more options	
Confirm hold	

6. After confirming the hold, you will be able to see the hold and its status, along with any others you have on your account. If you are traveling or you have too much to read right now, you may suspend a hold by selecting the option and choosing the date to which you wish to suspend it. Koha will automatically drop you back in the queue on that date.

lolds (4 total)		Disasd						
Title	÷	on ÷	Expires on 🛊	Pick up location 🖕	Priority	Status 🔶	Suspend	Modify
A high wind in Jamaica Hughes, Richard Arthur Warren,		01/22/2020	Never expires	Converse Free Library	1	Pending	Suspend	× Cance
Small in the city / Smith, Sydney,		03/03/2020	Never expires	Converse Free Library	1	Pending	Suspend	× Cance
Annie and the wild animals Book & cassette favorites Brett, Jan.		04/01/2020	Never expires	Converse Free Library	1	Pending	Suspend	× Cance
The red lotus / Bohjalian, Chris,		05/28/2020	Never expires	Converse Free Library	1	Pending	Suspend	× Cance
Suspend all holds until	ar da	ate to suspend	indefinitely					

<u>Hold limits</u>: For books, audios on CD, and DVDs, you may place up to 25 holds! For magazines, you may place 10.

<u>Circulation limits</u>: For books, 50; audios on CD and DVDs, 25; magazines, 10.

<u>Lending period</u>: 14 days for all items. Please read, watch, listen to the new and popular items first, if you can, and return them promptly!