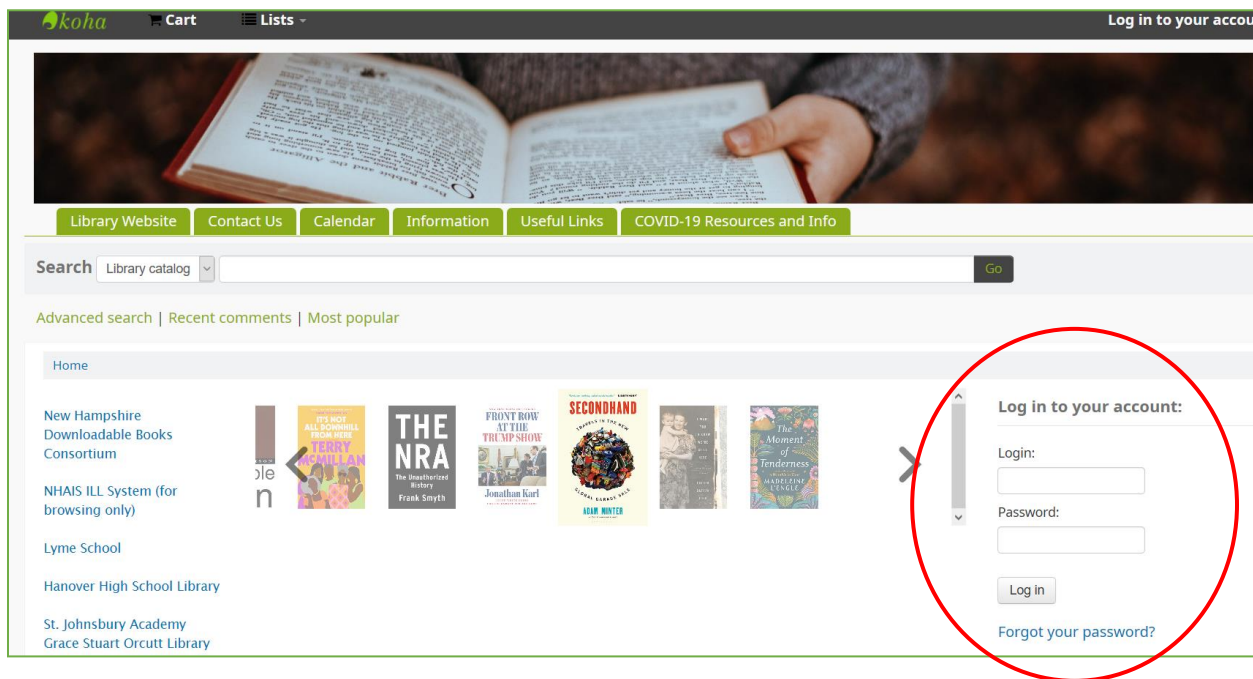


STEPS TO PLACE A HOLD



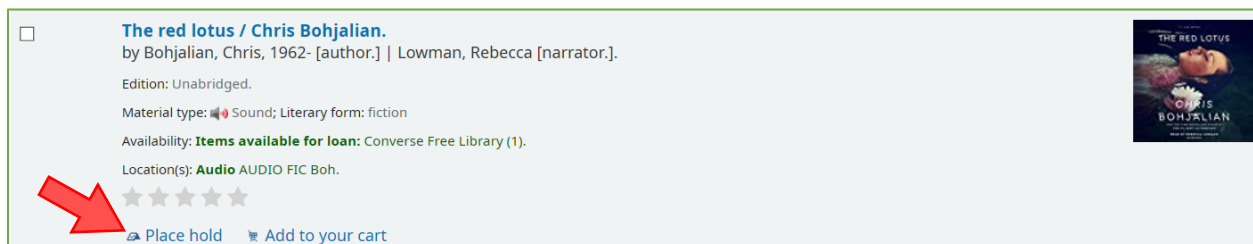
1. You will need to know your login information for your library's public catalog. This is your userID and a password. If you cannot remember yours, email circdesk@lymenhlibrary.org, jrussell@lymenhlibrary.org, or call us (okay to leave a message) at (603)795-4622 to get that information.

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



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.



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.

Checked out (3) **Holds (4)**

Holds (4 total)

Title	Placed 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	Cancel
Small in the city / Smith, Sydney,	03/03/2020	Never expires	Converse Free Library	1	Pending	Suspend	Cancel
Annie and the wild animals Book & cassette favorites Brett, Jan.	04/01/2020	Never expires	Converse Free Library	1	Pending	Suspend	Cancel
The red lotus / Bohjalian, Chris,	05/28/2020	Never expires	Converse Free Library	1	Pending	Suspend	Cancel

[Suspend all holds](#) until [Clear date to suspend indefinitely](#)

[Resume all suspended holds](#)

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

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

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