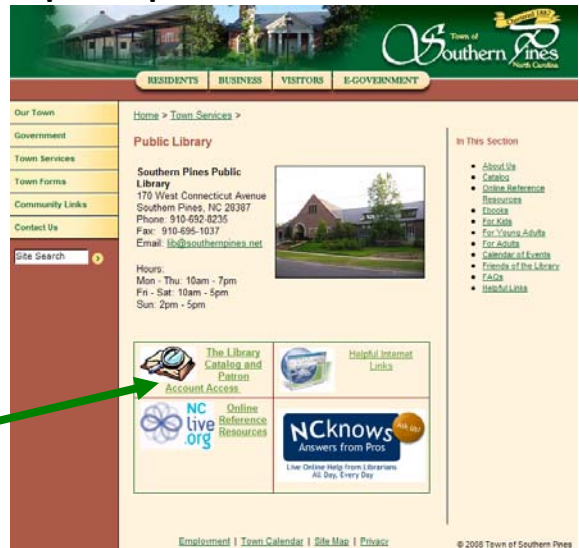


Placing Online Holds How Does it Work?

When you want to place a hold online follow these simple steps:

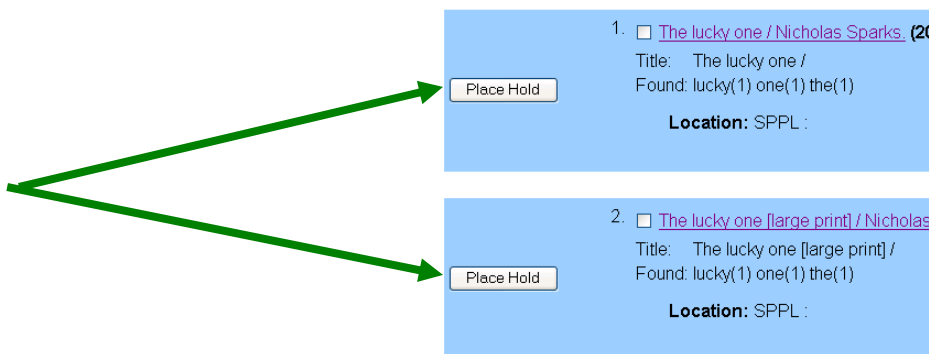
1. In your browser, go to the Southern Pines Public Library site: <http://www.sppl.net/library>
2. Click on the link at the bottom left of the page: The Library Catalog and Patron Account Access. This will allow you to search for items in our catalog and will also allow you to place an online hold.



3. Search for the title or author of the book. A list of search results will appear.



4. To place a hold for the next available item, use the Place Hold button shown here.



5. Another method to place a hold requires you to click on the title of the book in your search results.

Continued on back side

Southern Pines Public Library



Displaying 1 to 2 of 2 titles found searching Titles, Subjects, Authors that contain **The lucky one.**

Select an option to save result Sort Search Results By: Title

1. [The lucky one / Nicholas Sparks. \(2008\)](#) Multiple

Title: The lucky one /
Found: lucky(1) one(1) the(1)

Location: SPPL : NC FICTION / NC SPARKS

6. If there are multiple copies of the item, then you can choose the available copy and place a hold on that particular copy.

7. **BUT** if you choose to use this method of placing a hold, you are not guaranteed that you will receive the next available item. This method of placing a hold will wait for this particular item to come back into the library before you can pick it up. If it is overdue or lost, then you could potentially wait several weeks or more for your hold.

Where to find this item:

	Library	Shelf Location	Call Number	Item Status
<input type="radio"/>	SPPL	NC FICTION	NC SPARKS 1	Checked Out, Due back December 16, 2008
<input type="radio"/>	SPPL	NC FICTION	NC SPARKS 2	Hold Shelf
<input type="radio"/>	SPPL	NC FICTION	NC SPARKS 2	Checked Out, Due back December 27, 2008

This item has been checked out 11 time(s) and currently has 5 hold request(s).

Place a checkmark in the box beside the item(s) that you wish to place on hold, then click the "Place Hold Request" button.

8. Continue to monitor your account to see when your hold has arrived. You will **NOT** receive a phone call about your hold arrival. When the status of your hold changes to **arrived** then you may pick up your book.

To check your account, place holds & renew items choose:



Southern Pines Public Library



Please enter the following information:

Library card number :
Pin/confirmation number :

Please enter the following information to review your account, to renew items, or to check the status of hold requests.

Holds(To cancel holds, place a check mark in the box to the left and click the "Cancel Checked Items" button. Only Pending Holds can be canceled.)

Item	Title	Request Date	Status	Pickup Location	Position in hold list
1.	The third option / Vince Flynn. Title	December 29, 2008	Arrived	SPPL	You are next
<input type="checkbox"/> 2.	Dewey : a small-town library cat who touched the world / Vicki Myron, with Bret Witter. Title	December 19, 2008	Pending	Pending	3

For more information about placing a hold see the FAQs area on the SPPL website.