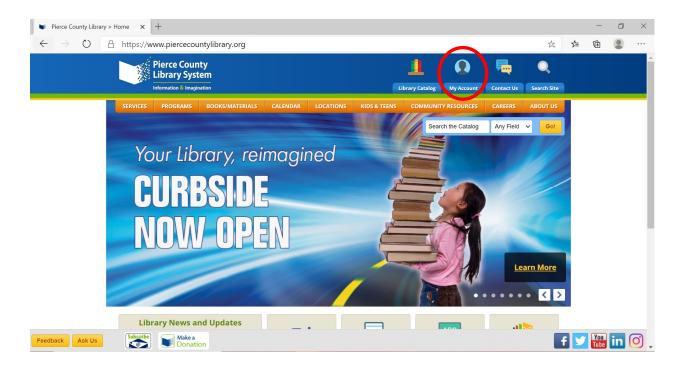


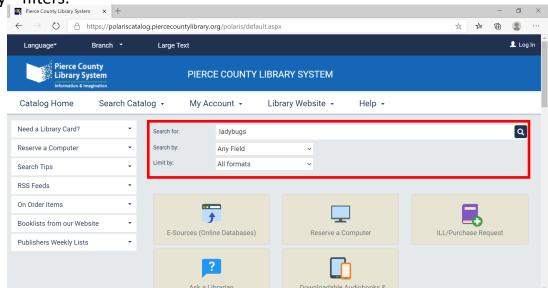
HOW TO PLACE A HOLD

Visit our webpage at: https://www.piercecountylibrary.org/

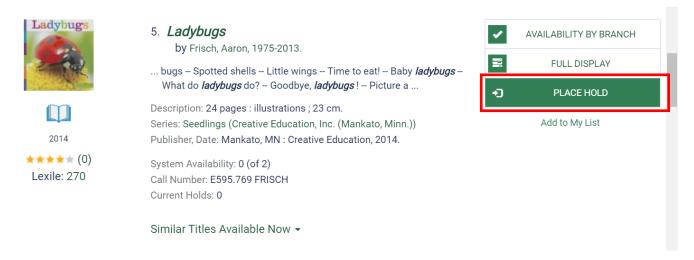
Locate the "My account" button on the right corner of the page. It is circled in **red** in the picture below.



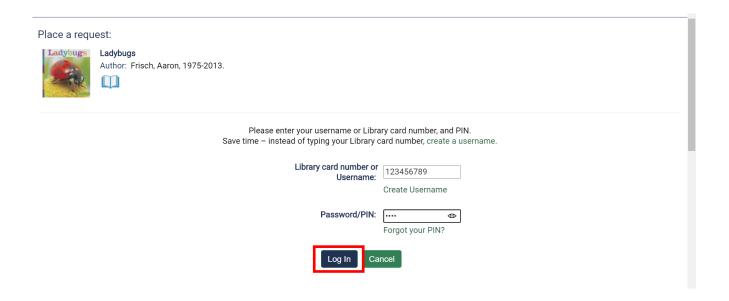
Your screen should look like this. Use the "search for" bar to type in what you are looking for. In the example below, we are looking for information about ladybugs in all formats (book, cd, dvd etc.). You can narrow your seach using the "search by" and "limit by" filters.

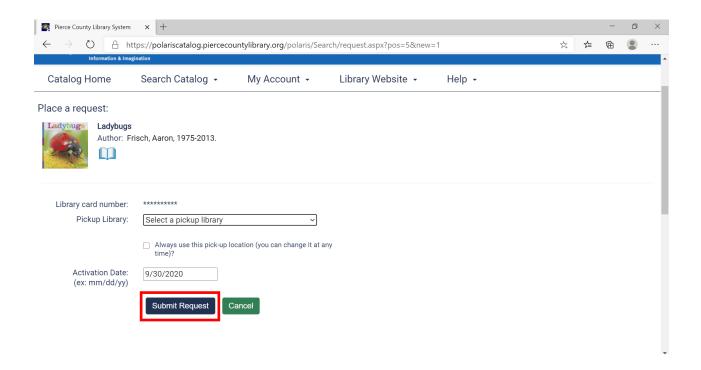


On the next page you will find your search results. On certain items you will see an option to place items on "hold". This means that we will reserve this item for you until you are able to pick it up. To complete your hold press the "place hold" button.

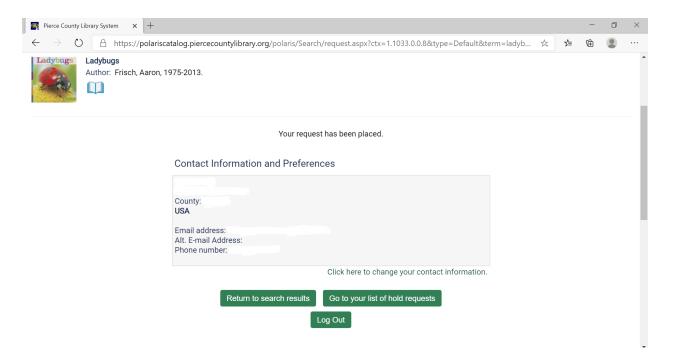


To complete your request please enter your username or library card number and your pin. If you forgot your pin click the "forgot pin" button. Press "log in" button to continue.





You will then be asked to select a "pick up library". This is where your items will be held for 14 days for you. Finalize your request by pressing the "submit request button".



You will receive a confirmation page with your contact information. We look forward to seeing you when you pick up your book.