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Placing a hold on books and other items

A patron may place a hold on library materials. Library staff will retrieve items off the shelf or set aside items when they are returned by other patrons.

To place a hold in person, visit us at the library and talk to library staff.

To place a hold online, click on **Sign into My Account**. Your login will be the full 14 digits on your library card (no spaces) and your password will be the last 4 digits of your telephone number. **What is my library card number?** Once you have signed in, find the item you wish to reserve, click on the title to open the full record, and choose "Place a Hold".

To place a hold by telephone, call us at 519-599-3681.

When the item is waiting at the library, you will be notified by phone or email. The item will be held behind the circulation desk for one week. If you do not claim the item after one week, it returns to general circulation or goes to the next person on the waiting list.