

How to Place Holds Online

Visit <http://www.SafetyHarborLibrary.com>

On the library's website, click **Library Catalog.**



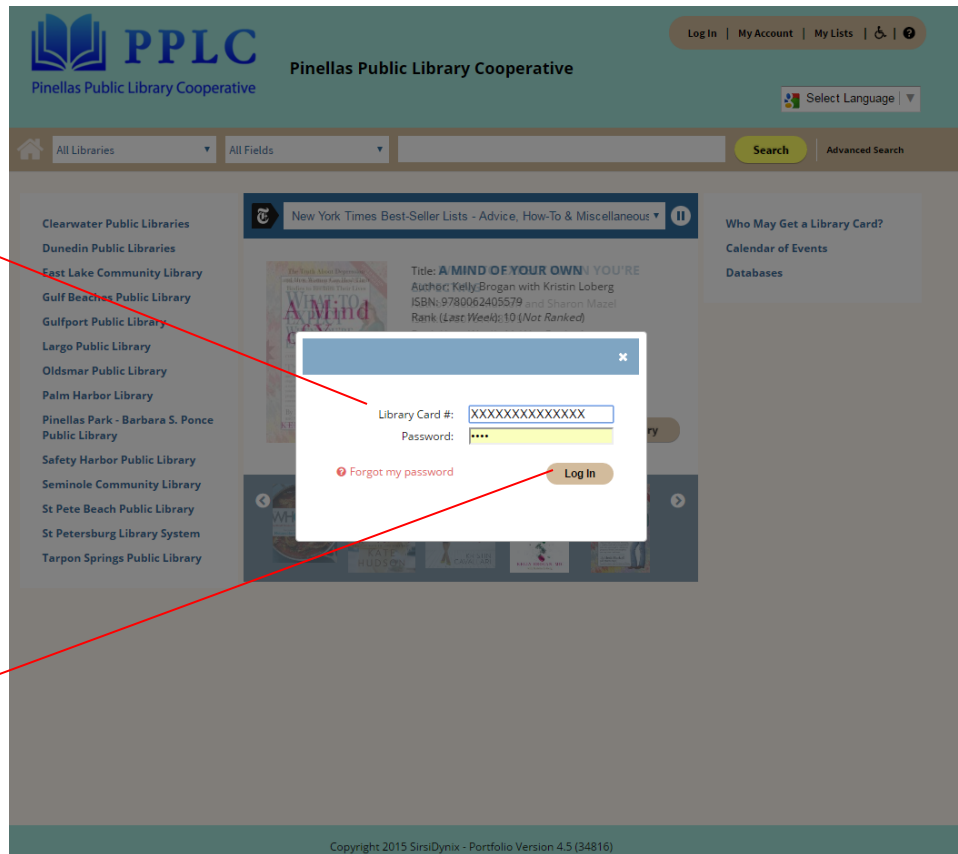
Click **My Account.**



A box will pop up. Enter in your **Library Card Number** and **Password**.

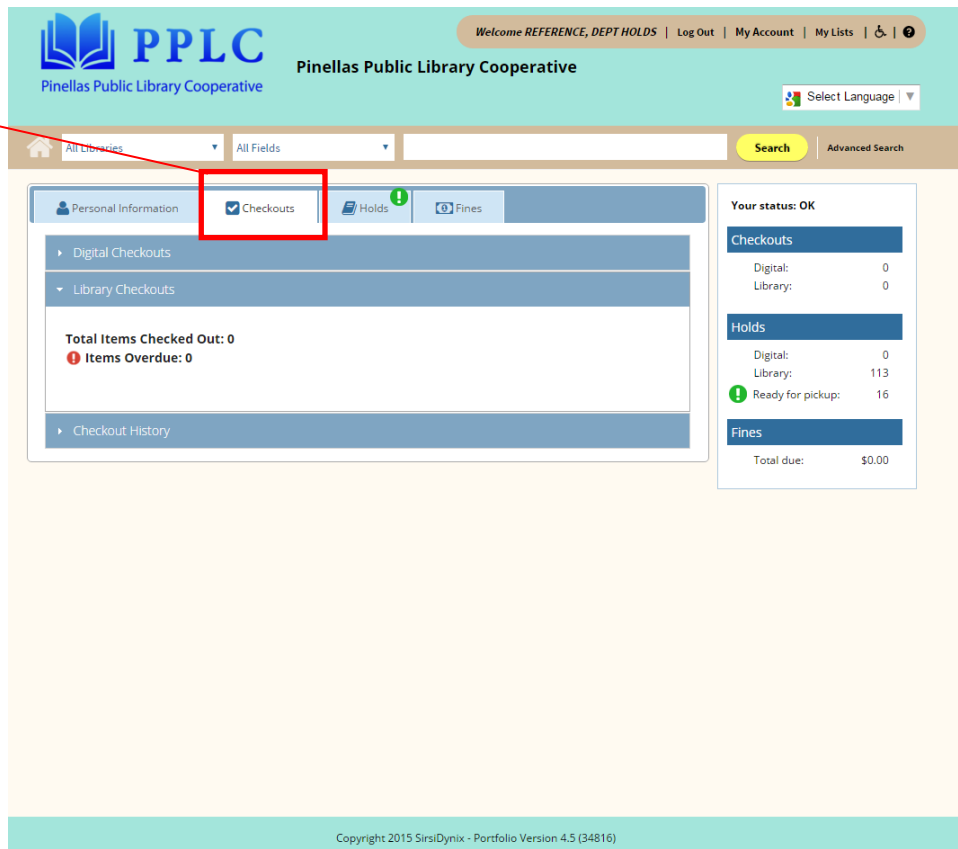
The password is usually the last four digits of your phone number. If that does not work, please contact us for a new password.

Click **Log In**.



Welcome! You are now logged into your account. Click **Checkouts** to view the items you have checked out, your fines, and the items you have on hold.

Now, let's search the catalog for a good book.



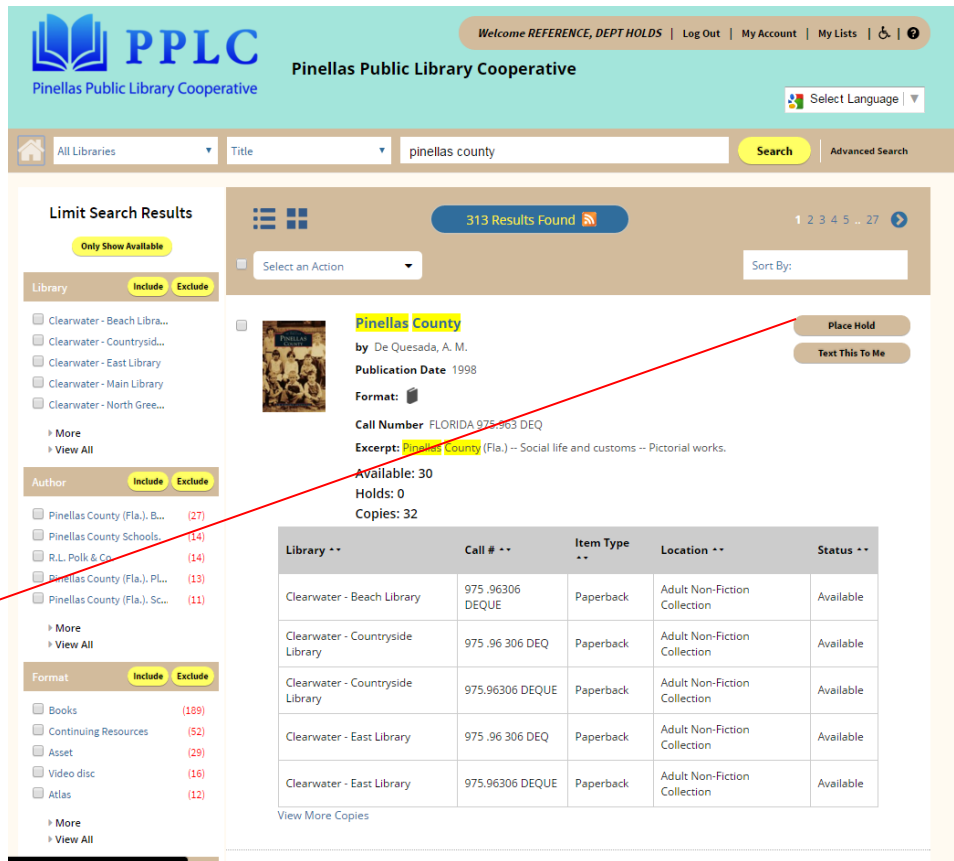
Type a title into

the **search bar** at the top of the page, which will search by **All Fields (Keyword)** as the default. You can also **search** by author, title, or subject by clicking on the drop down menu on the left).

Type in a search term. Then click **Search**.



We would really like to learn about Pinellas County history. You can see how many **Copies** there are, and how many of those are currently **Available** to check out or place a hold. Let's click **Place a Hold** so that we can get a copy.



Once you click

Place a Hold, a page that looks like this will appear. The item you are requesting is shown and you can choose which library you would like to pick up the book. When you are finished, click **Place Hold(s)**.

Depending on how you set up your account, you'll be called or emailed when the title has arrived.

The screenshot shows the PPLC (Pinellas Public Library Cooperative) website interface. At the top, there is a navigation bar with the PPLC logo, the text 'Pinellas Public Library Cooperative', and a welcome message for 'REFERENCE, DEPT HOLDS'. There are links for 'Log Out', 'My Account', and 'My Lists'. A search bar is visible with 'pinellas county' entered. Below the search bar, there are filters for 'Library' and 'Author'. A modal window titled 'Place Hold(s)' is open, showing a 'Pickup Library' dropdown menu with 'Safety Harbor Public Library' selected. Below the modal, there is a table of search results.

Library	DEQUE	Paperback	Collection	Status
Clearwater - Beach Library	DEQUE	Paperback	Collection	Available
Clearwater - Countryside Library	975.96306 DEQ	Paperback	Adult Non-Fiction Collection	Available
Clearwater - Countryside Library	975.96306 DEQUE	Paperback	Adult Non-Fiction Collection	Available
Clearwater - East Library	975.96306 DEQ	Paperback	Adult Non-Fiction Collection	Available
Clearwater - East Library	975.96306 DEQUE	Paperback	Adult Non-Fiction Collection	Available

For additional assistance, please call the reference staff at (727) 724-1525 x4112 or email us at shplref@cityofsafetyharbor.com.