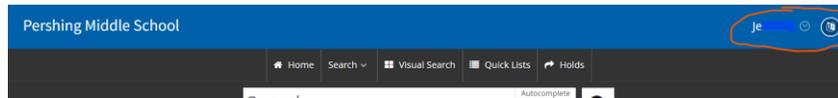


# Placing a hold (request) for a book from Your Library

1. In Digital Resources, click on Accessit under the Library References.



2. You should see your name at the top right corner of the screen.



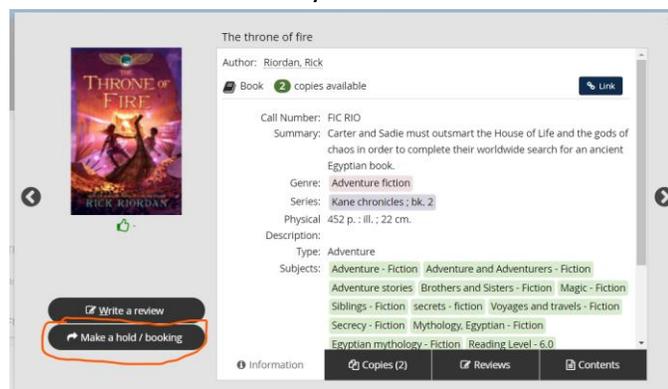
3. You can search for books by title or author by typing in the SEARCH box and clicking on the magnifying glass.



4. Books that are currently available will have a green number next to the book symbol. Books that are not currently available will have a red number next to the book symbol. (Please note: You can still request books that are not currently available but it may take time to get them.)



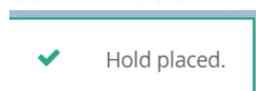
5. To put a hold (request) on a book, click on the title to open the information box. Then, click MAKE A HOLD/BOOKING on the bottom left.



6. Click on the word **HOLD** in the middle at the bottom.



7. You should receive the following confirmation message.



# James S. Deady Middle School Library

## EXPECTATIONS FOR SCHOOL PROCEDURE:

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I will pull the book for you and deliver it to you (in class) when it is available.

Please keep the following in mind when placing a hold for a book.

- ★ Your book is checked out to you for **2 weeks**. Please return it to the Library when you are finished with it.
- ★ My goal is to deliver books within **24-48 hours**. (Weekends, school holidays, testing, my absence or Library closure may slow delivery time.)
- ★ I will do my best to respect your privacy. There is no need for anyone else to know what you are checking out.
- ★ I will **attempt** to deliver your requested book **twice**. After that, it will be put back on the shelf and the hold will be deleted.
- ★ If you have **2 or more books checked out**, you will **not be able to put books on hold** until the other books are returned.

If you have questions, please message/visit.