How to Sign Into Your Library Account How to Place an Item on Hold How to Cancel or Suspend a Hold How to Change the Pickup Location of a Hold

How to Sign Into Your Library Account

- 1. Go to the library catalog
 - a. Go to the library website www.whitelakelibrary.org
 - b. Click on Books and More -> Catalog or Catalog under search



2. This takes you to the library catalog, Select Log In (upper right

corner)



- 3. Enter your library card number and pin
- 4. If you have issues with your pin, please contact the library



How to Place an Item on Hold

- 1. Log into your account
- 2. Place the item on hold
 - a. Using the search bar within the catalog, find the item you are looking for
 - b. Click the orange Place Hold button Search Bar



- c. Choose your Pickup Location
 - i. Please double-check that they library you would like to pick up your items is selected.
- d. Select Submit Hold



3. Please note: You may not be able to place every item on hold. For example, some librarys do not allow new books to be placed on hold by a patron from another library.

How to Cancel or Suspend a Hold

- 1. Log into your account
- 2. Click on Your Account (in the upper right side)

Library Website Library Events	Kids Catalog	MARIA's Account 👻 Log Out
	White Lake Township Library	A
	Type here to search	Search Advanced
← Back to Results		
	Trombones	Your first name will show
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< 2		
3. (so to your hold and cancel the ho	id – If the item is "in Transit" you
(cannot cancel the hold	

- a. Click on Account Activity
- b. Click on Holds
- c. Click on Cancel Hold (to completely cancel), or Suspend Until (this will pause your hold activity until the date you select)
 - i. If suspending, select the date you would like it to resume

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	White Lake Townsh	ip Library A	- Account Activity	y
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Last Opdated. 01/10/2020 4.2010/1	Book	Cancel Hold Suspend Until Ch	ange Pickup Location	
E	3 - Holds ≈ ≈ ≈ ≈		C	– Cancel Ho
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How to Change the Pickup Location of a Hold

Sadly, you cannot change the pickup location of your item. You will need to cancel the hold, and place the item on hold again.

- 1. Log into your account
- 2. Click on your account (in the upper right corner)
- 3. Cancel your hold see above
- 4. Place your item on hold again, choosing the appropriate pickup location