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How to Sign Into Your Library Account

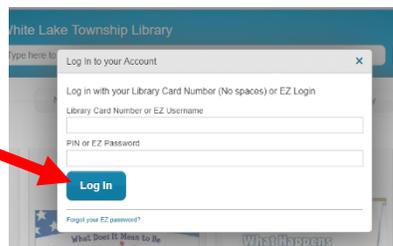
1. Go to the library catalog
 - a. Go to the library website www.whitelakelibrary.org
 - b. Click on Books and More -> Catalog or Catalog under search



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

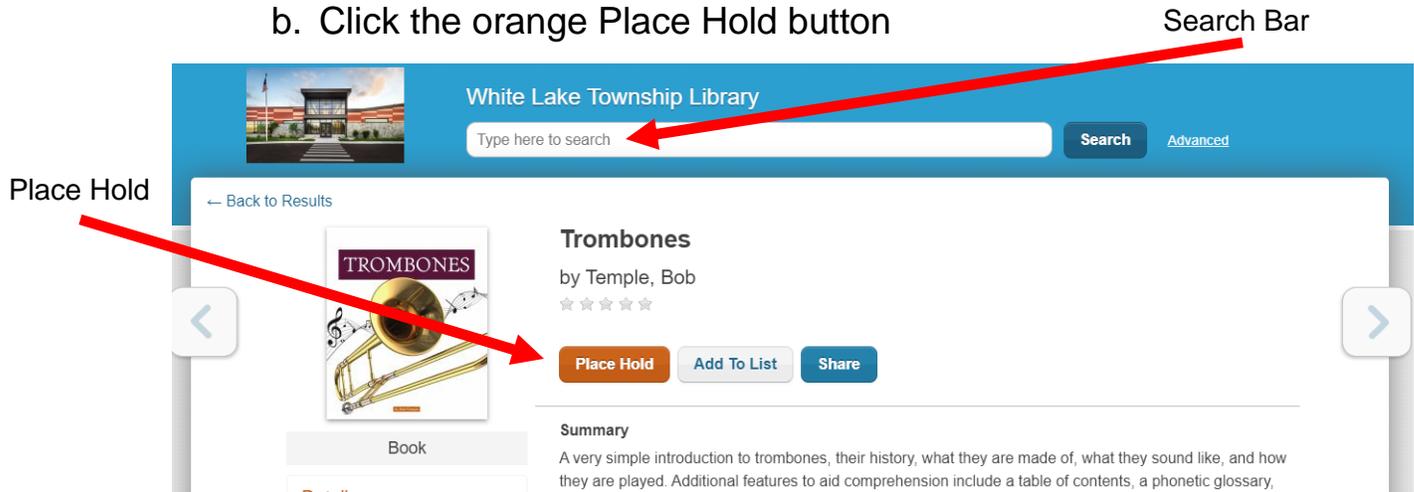


3. Enter your library card number and pin
4. If you have issues with your pin, please contact the library
5. Click log in

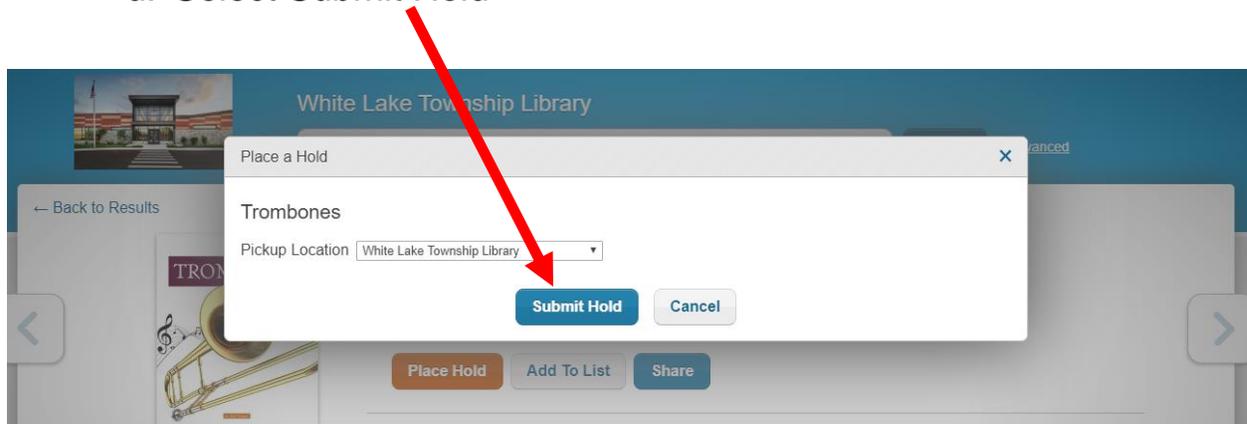


How to Place an Item on Hold

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



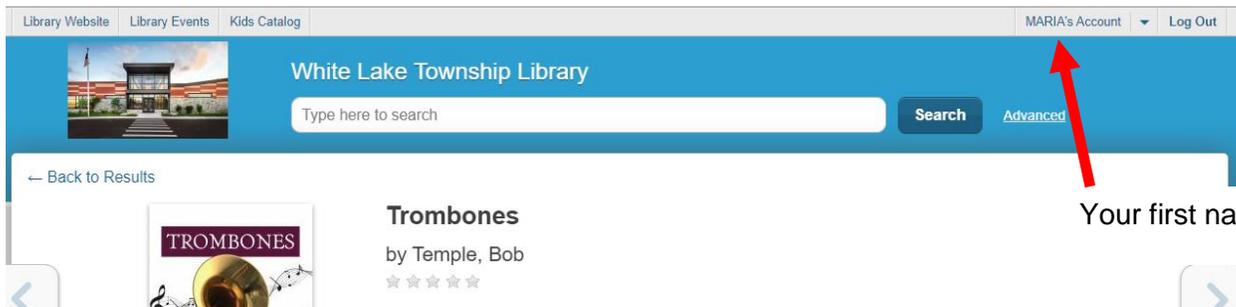
- c. Choose your Pickup Location
 - i. Please double-check that the library you would like to pick up your items is selected.
- d. Select Submit Hold



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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.

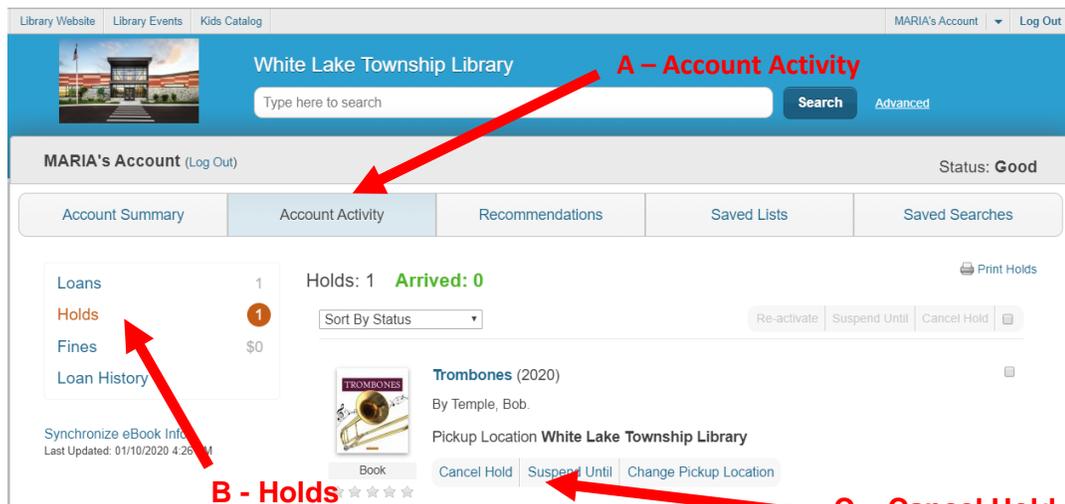
How to Cancel or Suspend a Hold

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



Your first name will show

3. Go to your hold and cancel the hold – 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



B - Holds

C - Cancel Hold or Suspend Until

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