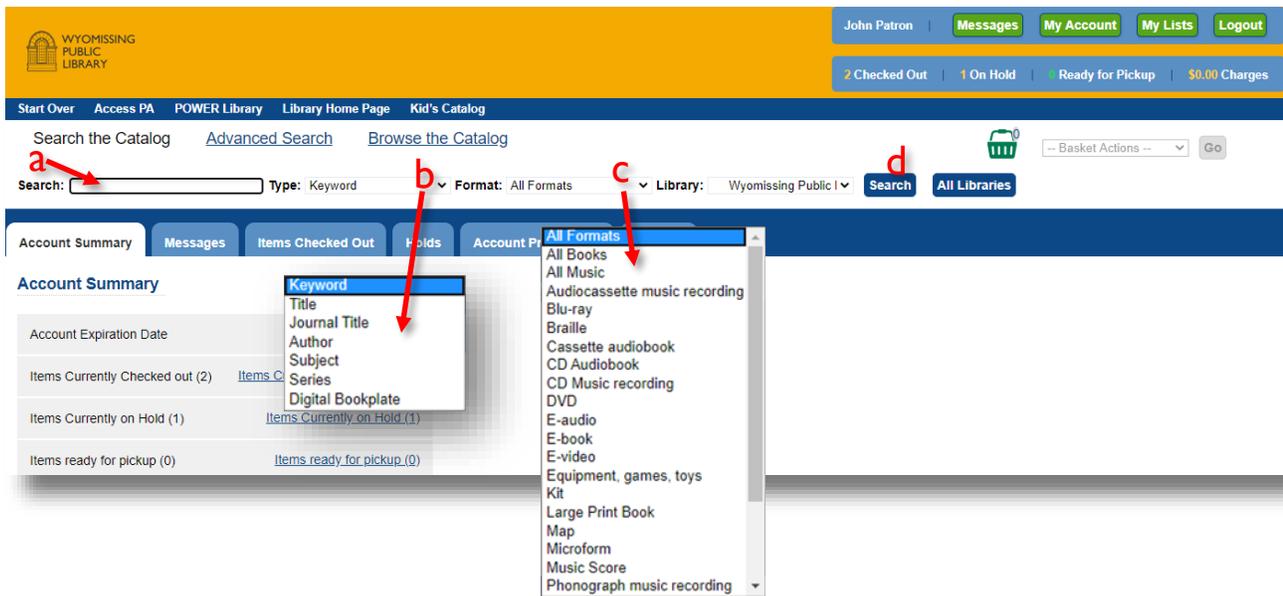


# Searching the Catalog & Placing Holds

✚ To use this guide, you first must log into your patron account. For instructions on how to do this, please consult the WPL Tech Help guide “Logging Into Your Account”.

- To search the catalog, click in the area next to “Search” (a) and enter your terms. The default search type is “Keyword” – to search by Title/Author/Subject, use the dropdown box at (b). You can search for items of only one format by using the dropdown box at (c). Once everything is ready, click the “Search” button (d).



- To search by more than one field, click “Advanced Search” in the previous image. This will let you search by Title keyword and Author name, or any other combination of fields.
- The search results screen will give basic information about each item -- click the titles (a) for full details. To place a hold request for one of the results, click the relevant “Place Hold” link (b)



4. At the following screen, verify that all of the details are correct, then click the “Submit” button.

**Place Hold**

Horton hears a Who! / by Dr. Seuss.

[Advanced Hold Options](#)

Pickup location:

Notify when hold is ready for pickup?

Yes, by Email  
No configured Email address. See "My Account" for setting your Email address.

Yes, by Phone  
Phone Number:

Yes, by Text Messaging  
Mobile carrier:  Note: carrier charges may apply  
Mobile number:  Hint: use the full 10 digits of your phone #, no spaces, no dashes

Suspend this hold? <sup>?</sup>  
 Yes [Set activation date](#)

5. To view your current holds, log into your patron account, and then click the “Holds” tab.

 WYOMISSING PUBLIC LIBRARY

[Start Over](#) [Access PA](#) [POWER Library](#) [Library Home Page](#) [Kid's Catalog](#)

Search the Catalog [Advanced Search](#) [Browse the Catalog](#)

Search:  Type:  Format:  Library:

[ [Refine My Original Search](#) ]

[Account Summary](#) [Messages](#) [Items Checked Out](#) [Holds](#) [Account Preferences](#) [My Lists](#)

**Account Summary**

Account Expiration Date	03/09/2041
Items Currently Checked out (2)	<a href="#">Items Currently Checked out (2)</a>
Items Currently on Hold (2)	<a href="#">Items Currently on Hold (2)</a>
Items ready for pickup (0)	<a href="#">Items ready for pickup (0)</a>

6. To suspend or cancel a hold, start by clicking the checkbox at the start of the row (a). Then, click the “Actions for Selected Holds” dropdown (b) and choose an action. Finally, click the “Go” button (c).

The screenshot shows the 'Current Items on Hold' section of the Wyoming Public Library website. At the top, there are navigation links like 'Start Over', 'Access PA', 'POWER Library', 'Library Home Page', and 'Kid's Catalog'. Below that is a search bar with fields for 'Search', 'Type' (Keyword), 'Format' (All Formats), and 'Library' (Wyomissing Public). A navigation bar includes 'Account Summary', 'Messages', 'Items Checked Out', 'Holds', 'Account Preferences', and 'My Lists'. Under 'Holds', there are tabs for 'Items on Hold' and 'Holds History'. The 'Current Items on Hold' section features a dropdown menu for actions, a 'Go' button, and links for 'Show all holds' and 'Show only available holds'. A table lists the holds with columns for Title, Author, Format, Pickup Location, Cancel if not filled by, Status, and Notes. The first row is 'The cat in the hat' by Seuss, Dr., and the second is 'Horton hears a Who' by Seuss, Dr. The checkbox for the second row is circled in red and labeled 'a'. A dropdown menu is open over the table, showing options: 'Suspend', 'Activate', and 'Cancel'. This dropdown is labeled 'b'. A red arrow labeled 'c' points to the 'Go' button above the table.

<input type="checkbox"/>	Title	Author	Format	Pickup Location	Cancel if not filled by	Status	Notes
<input type="checkbox"/>	<a href="#">The cat in the hat</a>	<a href="#">Seuss, Dr.</a>		Wyomissing Public Library	06/10/2021	Waiting for copy	<a href="#">Edit</a>
<input checked="" type="checkbox"/>	<a href="#">Horton hears a Who</a>	<a href="#">Seuss, Dr.</a>		Wyomissing Public Library	06/12/2021	Waiting for copy	<a href="#">Edit</a>

✚ If you have problems with searching or holds, please contact one of our librarians for help. You can reach us at (610) 374-2385 or [circulation@wyopublib.org](mailto:circulation@wyopublib.org)