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”.

1. 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).

2. 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.

3. 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.

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

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