

HOW TO PLACE A HOLD

Instructions to put a book on hold using KOHA

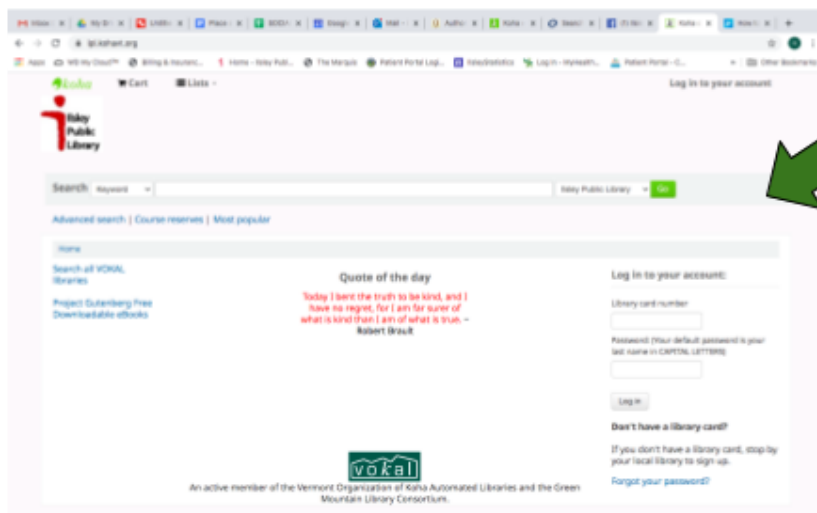
Begin at Ilsley Public Library website

<https://www.ilsleypubliclibrary.org/>



From the turquoise menu bar click on FIND IT!

- Click search for books, movies and more



On the right side of the screen log into your account. You will need:

- Your library card number - the long barcode number on the back of your library card
- Your password is your last name in all capitals, unless you changed it.
- Click the login box.

On this screen you will see a welcome with your name. Below is a list of the materials you currently have checked out. Remember, these books are on automatic renewal and all fines will be waived if any are accrued.

The screenshot shows the Koha library website interface. At the top, there is a navigation bar with the Koha logo, a search bar, and a user greeting: "Welcome, RENEE URSITTI Log out". Below the search bar, there are links for "Advanced search", "Course reserves", and "Most popular". The main content area displays "Hello, RENEE URSITTI" and "Click here if you're not RENEE URSITTI". Below this, there are tabs for "Checked out (15)" and "Holds (3)". A table lists 15 checked-out items, including "The shadowglass / Bone Witch trilogy ; 3", "The heart forger / Bone Witch ; 2", and "City of bones / Mortal Instruments ; book one". A left sidebar contains links for "your summary", "your fines", "your personal details", "change your password", "your reading history", "your privacy", "your messaging", and "your lists". A red arrow points to the search bar, and a green arrow points to the "your summary" link.

This is the page you will search from. Start in the search bar (RED arrow). You can search for a book by

- Title
- Author
- Subject
- Keyword
- ISBN

After you have entered what you want to search for, click the green go button.

You will probably get multiple results. Scroll down the page until you find the copy you are looking for:

- Book
- Sound recording
- DVD
- Foreign language book

Click on the title when you find the copy you wish to request.

☆☆☆☆

Place hold Save to lists Add to your cart

Harry Potter and the sorcerer's stone / J.K. Rowling ; illustrated by Jim Kay.
by Rowling, J. K [author.] | Kay, Jim [illustrator].
Edition: **First illustrated edition.**
Material type: **Text**; Format: **print**; Literary form: **Fiction**; Audience: **Pre-adolescent**;
Publisher: New York, NY : Arthur A. Levine Books, an imprint of Scholastic Inc., [2015]
VOKAL Availability (Click title for details): Libraries with copies available (16) Checked out (7) Pending hold (1)
☆☆☆☆

Place hold Save to lists Add to your cart

Harry Potter and the sorcerer's stone [sound recording] / J.K. Rowling.
by Rowling, J. K | Dale, Jim | Listening Library.
Edition: **Unabridged ed.**
Material type: **Sound**; Literary form: **fiction**; Audience: **Juvenile**;
Publisher: New York : Listening Library : Random House, p1999
VOKAL Availability (Click title for details): Libraries with copies available (10) Checked out (2)
☆☆☆☆

Place hold Save to lists Add to your cart

Harry Potter and the Chamber of Secrets / J.K. Rowling ; illustrated by Jim Kay.
by Rowling, J. K [author.] | Kay, Jim [illustrator].



To borrow an item, click on “place a hold”

Search: Keyword Help Public Library

Advanced search | Course reserves | Most popular

Home > Placing a hold

Confirm holds for: RENEE URSETTI (1902290572555)

Place a hold on **Harry Potter and the sorcerer's stone** by Rowling, J. K.

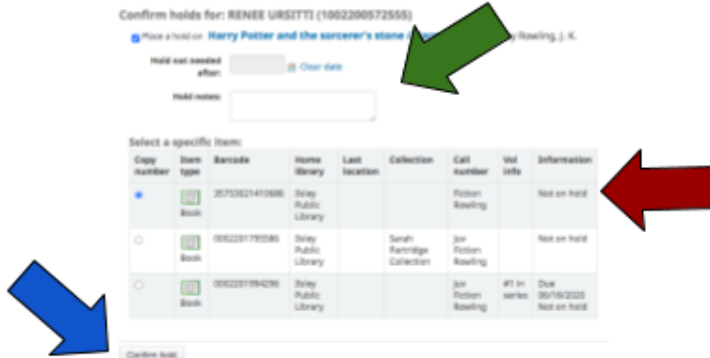
Hold not needed after: Clear date

Hold notes:

Select a specific item:

Copy number	Item type	Barcode	Home library	Last location	Collection	Call number	Vol info	Information
<input checked="" type="radio"/>	Book	2573321419886	Stuy Public Library			Juv Fiction Rowling		Not on hold
<input type="radio"/>	Book	05022179586	Stuy Public Library		Sarah Patridge Collection	Juv Fiction Rowling		Not on hold
<input type="radio"/>	Book	05022194296	Stuy Public Library			Juv Fiction Rowling	#1 in series Due 05/19/2025	Not on hold

Confirm hold



- Ignore the Hold not need after box and Hold notes box.
- We have more than one copy of this item.
- Best to choose one that is “not on hold”.
- If all copies are on hold or Due, choose the one with the soonest due date
- Do not choose:
 - Collection: Sarah Patridge
- Click Confirm Hold button

The screenshot shows the Ilioy Public Library website. The user is logged in as RENEE URSITTI. The main content area displays the user's account information and a list of holds. A green arrow points to the 'Status' column of a hold for 'Harry Potter and the sorcerer's stone / Harry Potter ; S. Rowling, J.K.', which is currently 'Pending'.

Title	Placed on	Expires on	Pick up location	Status	Suspend	Modify
Harry Potter and the sorcerer's stone / Harry Potter ; S. Rowling, J.K.	05/27/2025	Never expires	Ilioy Public Library	Pending	Suspend	Cancel

This is the final screen you will see.
Status pending means it is in our list to pull and check out to you.
You will be informed when to pick up your request(s) within a day or two.