

Placing a Hold on an Item

Once you locate an item in *CountyCat*, you may find that it has been checked out by another patron or it is at another library across town. You can request the item by placing a hold and specifying at which library you would like to pick it up.

1. Locate an item in the library catalog (e.g. Mavis Beacon).
2. Click the **Request Item** button.
 - A page loads with a form you will need to fill out.
3. Enter the bar code from your library card and PIN number.
4. You will also need to specify which library you would like to pick the item up from.
5. Click the **Submit** button.
6. A page will load indicating the request has been sent to the library.

Record 2 of 5
Record: [Prev](#) [Next](#)

Title Mavis Beacon teaches typing [electronic resource].
Publisher Novato, CA : Broderbund, 2002, c2001.

ITEM LOC	Call Number	STATUS
Central CD ROMs	652.3 M461A3 CD-ROM	IN TRANSIT
Atkinson CD ROMs	652.3 M461A3 CD-ROM	IN TRANSIT
Bay View CD ROMs	652.3 M461A3 CD-ROM	DUE 05-02-06
Brown Deer Nonfiction	CDROM 652.3 MAV CD-ROM	DUE 04-18-06
Capitol CD ROMs	652.3 M461A3 CD-ROM	DUE 05-08-06
East CD ROMs	652.3 M461A3 CD-ROM	DUE 10-10-05BILLED
Forest Home CD ROMs	652.3 M461A3 CD-ROM	DUE 09-29-04BILLED
Franklin Adult	652.3 M461 CD-ROM NOT HOLDABLE	CHECK SHELVES
Franklin Adult	652.3 M461 CD-ROM CD-ROM	DUE 04-22-06
Hales Cnrs Adult CD-ROM	652.3 M461A3 CD-ROM CD-ROM	CHECK SHELVES

View additional copies or search for a specific volume/copy

Request Verification

Requesting **Mavis Beacon teaches typing [electronic resource]**.

Please enter the following information:

For example, 25260000000001 (14 numbers). If a DD card, type DD and 9 numbers

Bar Code:

Please enter your PERSONAL IDENTIFICATION NUMBER.

PIN:

Pickup Location:

It usually takes 3 days to process an order. However, it may take more time if the item is currently checked out or is on hold by another patron.

When the item is ready for pick-up you will be notified by phone. If you would prefer to be notified by email, you will need to fill out an Email Notification Request Form [www.mpl.org/files/front/e-mail.htm].

Your request for **Mavis Beacon teaches typing [electronic resource]**. was successful.

Hales Cnrs Adult CD-ROM	652.3 M461A3 CD-ROM	CD-ROM	CHECK SHELVES
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