



Placing a Hold Online

In order to place holds online, you will need the barcode number on your library card and your 4-digit PIN number. If you do not know your pin number, please bring your ID to the Library Circulation Desk and a member of the circulation staff will give it to you. Please do not share this number with anyone.

Please be sure that your account has a current address and telephone number so that we may contact you when the hold is ready for pickup. Your account must be free of late charges or overdue items in order to place a hold.

To place a hold online, follow these steps:

1. Click on the **Search the Catalog** link on the library website at delraylibrary.org.
2. Select title, author or subject from the pull-down menu, and enter your search terms. Or click on **Advanced Search** for more options.
3. When you have located the item you wish to place on hold, click on the **Place Hold** button.
4. When prompted to do so, enter your **user name** (the 14 digit number on the back of your library card) and your **PIN number** (the 4 digit number you chose when you received your library card).
5. Click the **Place Hold** button.

You'll see a confirmation after the hold is placed. You will receive a call from the library when the book is available.