



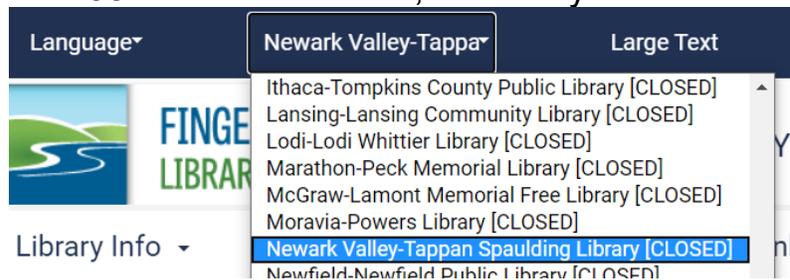
## How to Place Holds During Curbside Services

Please note that your library may have a different name for their current available services, including *Grab-n-Go* or *Library Takeout*. Contact your local library for more information: <https://www.flls.org/member-libraries/>. Inter-Library Loan is currently suspended. You have to place items on hold at the library where they are held.

1. Access your library's PowerPAC Catalog. Visit your local library's website or go to [www.flls.org](http://www.flls.org) and click on "Search the PowerPAC Catalog" icon.



2. At the top of the screen, you will see **Select Your Library**. This will open a drop down menu with all 33 member libraries, click on your local library.



3. Locate an item to place on hold. Your library's new items will appear under the search field. There are also suggestions for popular titles along the left hand side, but these may not necessarily be owned by your library. If you have a specific title in mind, type it into the search field. You may also enter a subject like "crochet" or your favorite author. When entering an author's name, remember to type last name, first name. After entering your search terms, click on **My Library** or press enter on your keyboard.

The screenshot shows a library website with a top navigation bar containing: Library Info, Search, My Account, Online Databases, Digital downloads, and More. On the left is a vertical menu with categories like RBDigital (eMagazines), Hardcover Fiction, Hardcover Non-Fiction, Trade Paperback Fiction, Trade Paperback Non-Fiction, New Titles, and Make a Donation. The main area features a search bar with a magnifying glass icon and filter buttons for My Library, Subject, Title, Author, Series, Fiction, and Nonfiction. Below the search bar is a 'New Books' section displaying five book covers: 'The Wedding Dress' by Danielle Steel, 'Revenge' by James Patterson, 'The Deceivers' by Margaret Peterson, 'Aru Shah and the Tree of Wishes' by Roshani Chokshi, and 'Pages and Co. the lost fairy tales' by Anna Jones.

4. The search results will show titles only available at your local library. Look at local availability to see whether an item is available. For example, this title says 1 (of 1) which means that the library owns the item and it is available. To see more information about an item, click on **Full Display**. Otherwise, click on **Place Hold Request**.

The screenshot shows the book detail page for 'Firefly Lane' by Kristin Hannah. On the left is the book cover. Below the cover is an open book icon, the year 2009, a star rating of 4.5 (14871 reviews), and a Lexile score of 730. The main text area contains the title '1. Firefly Lane' by Hannah, Kristin, followed by the text '... Firefly Lane / Kristin Hannah. ...'. Below this is the publisher information: 'Publisher, Date: New York : St. Martin's Griffin, 2009, c2008.' The description is '513 p. ; 21 cm.' and the edition is '1st St. Martin's Griffin ed.'. Local Availability is '1 (of 1)' and System Availability is '3 (of 3)'. Current Holds are '0'. On the right is a menu with three options: 'CALL # & AVAILABILITY' (checked), 'FULL DISPLAY', and 'PLACE HOLD REQUEST'. Below the menu is a link 'Add to My List'.

5. You will be presented with the login screen. Enter your library card number and your pin, which by default is that last 4 digits of your primary phone number. Click on Log In.

Please enter your Username or Patron Barcode Number(include the D, no spaces, 11 characters).  
Password default (unless changed by user) is the last 4 digits of your registered phone number.

Placing a request will log you in to the system. Don't forget to log out.

Barcode or Username:   
Create Username

Password (see above for default):   
Forgot your password?

6. Your pickup library will already be selected. Please note that you can place a hold on another library's item if you are willing to travel to that library to pick it up.

Either way, make sure the item location and Pickup Library match. Click on **Submit Request**.

Placing a request will log you in to the system. Don't forget to log out.

Barcode Number(11 characters): \*\*\*\*\*0958

Pickup Library: Newark Valley-Tappan Spaulding Library ▾

Activation Date: (ex: mm/dd/yy) 6/8/2020

[Submit Request](#) [Cancel](#)

7. Please do not go directly to your library, your library will contact you to let you know when your items are ready to be picked up. You may now return to your search results or go to your list of hold requests. You can also click on **Search > Keyword** in the menu to look for another item.

Your request has been placed. You will be notified when the item is available for pick-up

0 New messages  
0 Read messages

#### Contact Information and Preferences

1300 Dryden Rd.,\*\*FLLS\*\*  
ITHACA, NY 14850  
County: TOMPKINS  
USA

Email address:  
Alt. E-mail Address:  
Phone number: 607-273-4074

[Update your contact information](#)

[Return to search results](#)

[Go to your list of hold requests](#)

[Log Out](#)

8. Remember to log out of your account if you are using a shared computer. Click on Log Out in the top right corner.

 Welcome (Log Out)

**Questions?**  
**Contact your local library!**  
<https://www.flls.org/member-libraries/>



1300 Dryden Road | Ithaca, NY 14850 | [www.flls.org](http://www.flls.org) | 607-273-4074