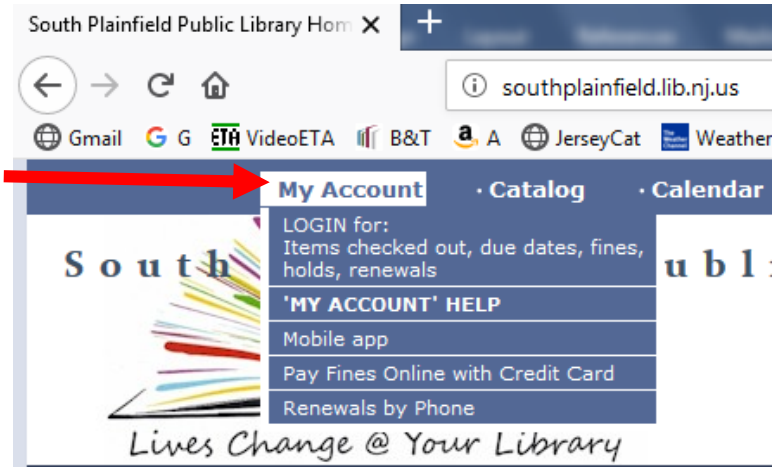
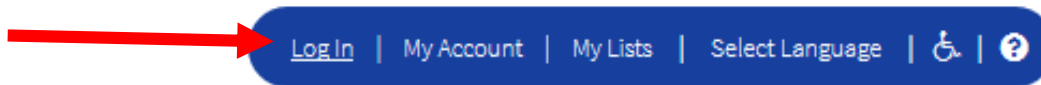


## HOW TO PLACE A HOLD ON AN ITEM

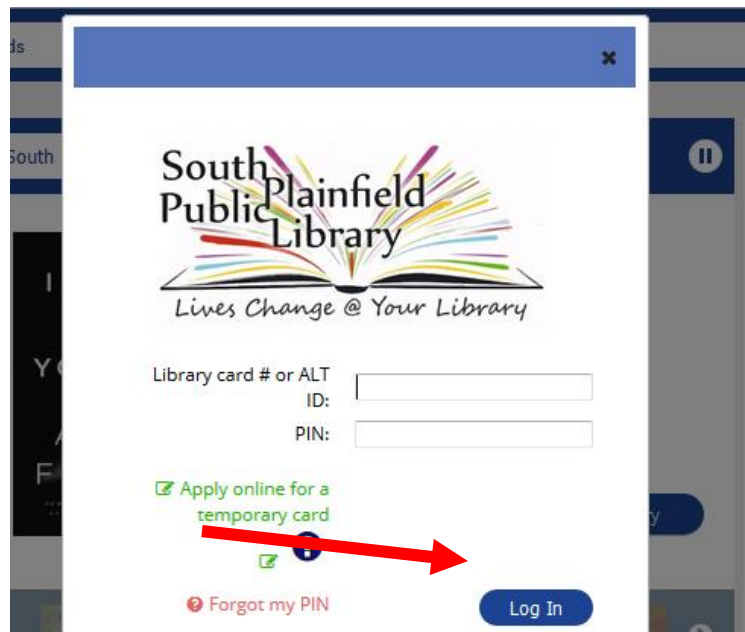
1. Go to South Plainfield Library's website, [www.southplainfield.lib.nj.us](http://www.southplainfield.lib.nj.us) and click on "My Account" at the top left corner



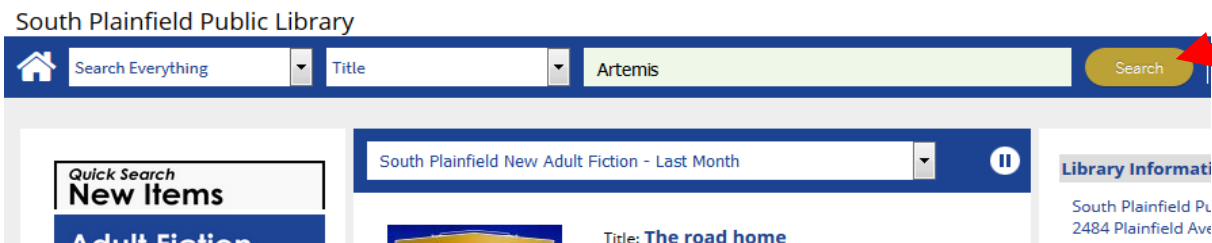
2. Click "Login" in the top right corner



3. Enter your library barcode (no spaces) and your pin # (if you have a SP card, it should be the last 4 #s of your phone, if you have another library's card, it will probably be different. We can reset your pin if you don't remember) and click "log in"



4. Type what you're looking for and click on "Search"



5. Go through the results until you find what you're looking for (you can use the limits on the right side to help narrow down what you're looking for)

Limit Search Results

Only Show Available

Narrowed by:

- + Formats and Editions: Books

Library: Include Exclude

- Items owned by South Plainfield
- Carteret Public Library
- Dunellen Public Library
- East Brunswick Public L...
- Edison Branch - Clara B...
- Edison Branch - North E...

More View All

Author: Include Exclude

- Colfer, Eoin. (51)
- hoopla digital. (7)
- Fuentes, Carlos. (5)
- Donkin, Andrew. (4)
- Alcaina, Ana. (3)

More View All

85 Results Found

Select an Action

Sort By:

Titles shaded in green are owned by the South Plainfield Public Library.

1. **Artemis : A Novel** Place Hold Staff View

by Weir, Andy.

Publication 2017

Language English

Format:

Edition First edition.

Publisher Crown,

Available: No copies available at South Plainfield Library, 36 copies available at other libraries

hide additional copies...

library	Call Number	item type	item notes	status
South Plainfield Public Library	F WEI	Book		On hold for someone
Carteret Public Library	F WEIR	Book		Adult Fiction Collection
Dunellen Public Library	SF FIC WEI	Fiction		Science Fiction

6. Once you find what you're looking for, click "Place Hold"

Titles shaded in green are owned by the South Plainfield Public Library.

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7. Choose your pickup library and click "place hold(s)"

Place Hold(s) ✕

Title	Pickup Library:
Artemis : a novel	South Plainfield Public Library

Place Hold(s)

8. It will tell you if your hold was successful and click "OK".