HOW TO PLACE A HOLD ON AN ITEM

You WILL need a South Plainfield Library card to place a hold online. If you have a library card from a LMXAC or MURAL town, you can still get books from us.

You will have to call 908-754-7885 ext 2 or email <u>spcurbsidepickup@gmail.com</u> to let us know what you're looking for. You will have to provide your first and last name and library barcode.

1. Go to South Plainfield Library's website, <u>www.southplainfield.lib.nj.us</u> and click on "My Account" at the top left corner



2. Click "Login" in the top right corner

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3. Enter your South Plainfield library barcode (no spaces) and your pin # (it should be the last 4 #s of your phone)



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). To see only South Plainfield Library items, click on "Items owned by South Plainfield" since right now you can only hold South Plainfield items.

Limit Search Results	:= ::	85 Res	sults Found			12345.8	
Only Show Available	Select an Action	•			Sor	t By:	
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6. Once you find what you're looking for, click "Place Hold"

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ARTEAIS	Artemis : A Novel by Weir, Andy. Publication 2017 Language English Format: Edition First edition. Publisher Crown, Available: No copies available at So available at other librarie hide additional copies	uth Plainfield Libra	ry, 36 copies		Place Hold Staff View
	library	Call Number	item type	item notes	status
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7. South Plainfield Library will be the pickup library and click "place hold(s)"



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