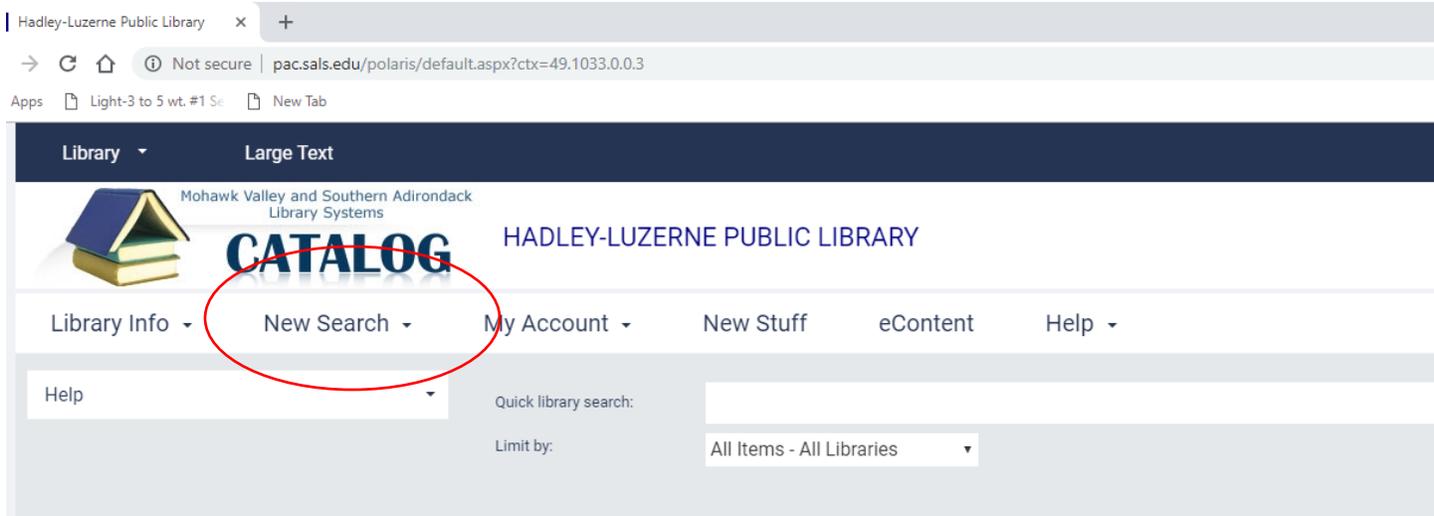


## How to place a hold on books

1. Go to our website: <https://rockwellfalls.sals.edu/>
2. Click on Card Catalog

The screenshot shows a web browser window with the URL <https://hadluzblog.sals.edu>. The website has a dark navigation bar with the following links: Home, About Us, Annual Report, Copying/ Printing and Faxing Services, Directions and Parking, Donations and Fines, Events Calendar, Historical Society, Library Hours, Library Policies, Renewing books online!, Strategic Plan 2018-2023, Volunteer at the Library, and Welcome. The main content area features a large image of Santa Claus with a dog, titled "Santa Paws Visit to Library November 24th 11:00 - 3:00". Below the image is a calendar widget for November 6th, also titled "Santa Paws Visit to Library November 24th 11:00 - 3:00". On the right side, there is a "CATEGORIES" dropdown menu and a "LINKS" section. The "LINKS" section contains the following items: Adirondack Folk School, Area Libraries (circled in red), Card Catalog, E-Books and Audiobooks, Facebook, LAKE LUZERNE CHAMBER, Research, Saratoga Chamber, Southern Adirondack Library System, TOWN OF HADLEY, TOWN OF LAKE LUZERNE, Warren County, and Warren County Career Center Job Fair.

3. Go to New Search

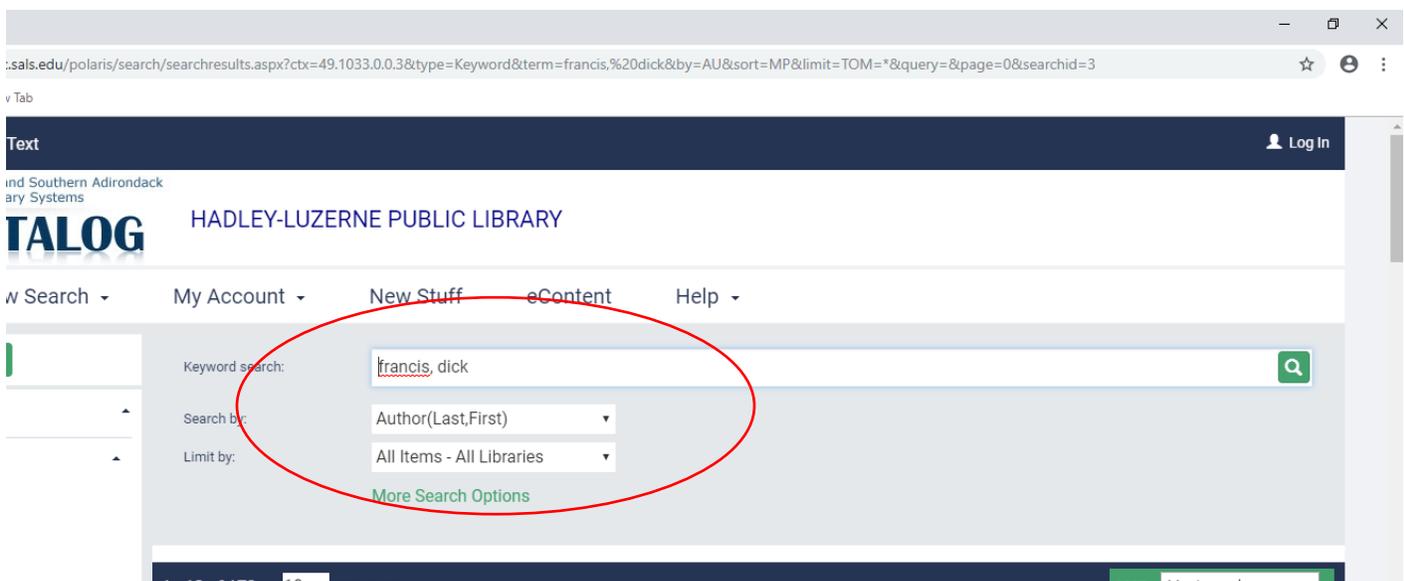


You can search by keyword in many different ways. If you are looking for a particular book by an author it is best to search by author.

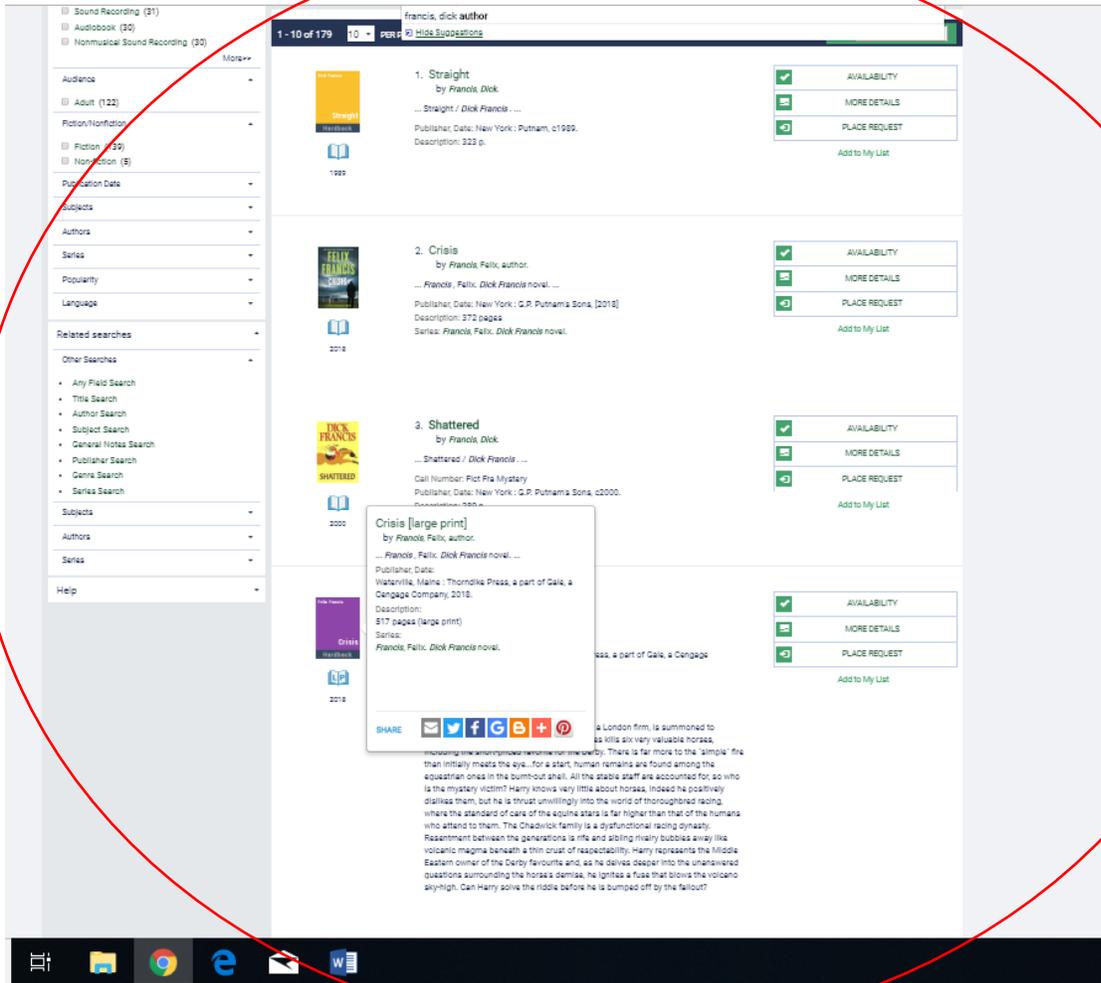
Example:

I want to find a book by Dick Francis, so I type Dick Francis into the search bar.

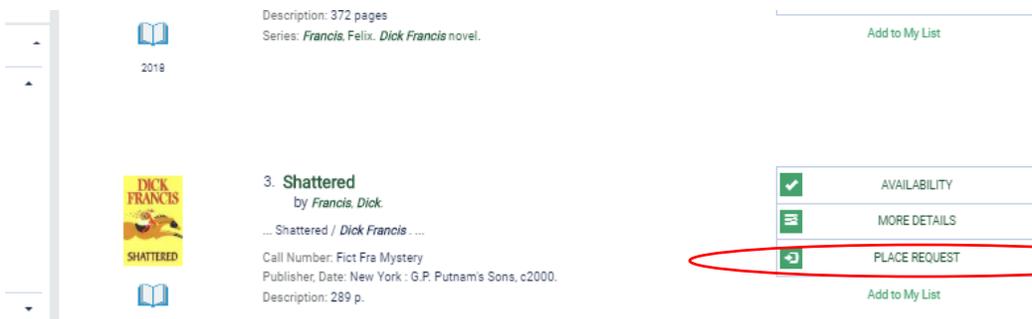
4. Type author's last name first and separate by comma



Now we come up with a list of books by this author.



5. If there are many books by this author scroll to the bottom of the page and tab to the next page to continue looking. When you have found the book you want click on Place Request



6. Now enter your library card barcode and password and click Login.

Library - Large Text

Mohawk Valley and Southern Adirondack Library Systems

 **CATALOG** HADLEY-LUZERNE PUBLIC LIBRARY

Library Info - New Search - My Account - New Stuff eContent Help -

Subject to individual library policies, some materials may not be available to request. If the item is "in", you may call the owning library to see if the item can be held for you.

Please allow at least 24 hours for libraries to process requests placed online.

You will be contacted when your request is ready for pick-up. :

 **Shattered**  
Author: Francis, Dick.

Please enter your username or barcode, and password. If you do not know your password, please contact your library.

Be sure to enter your library card number without spaces.  
Placing a request will log you in to the system. Don't forget to log out.

Barcode or Username:   
Create Username

Password:

7. Next you will arrive at a screen that asks you were to pick the book up at.

library - Large Text

Mohawk Valley and Southern Adirondack Library Systems

 **CATALOG** HADLEY-LUZERNE PUBLIC LIB

Library Info - New Search - My Account - New Stuff

ject to individual library policies, some materials may not be available to rec  
ise allow at least 24 hours for libraries to process requests placed online.  
will be contacted when your request is ready for pick-up. :

 **Shattered**  
Author: Francis, Dick.

Be sure to enter your li  
Placing a request will log you

Library Card # (no spaces): \*\*\*\*\*7279

Select a location to pick up the materials: Hadley-Luzerne Public Library ▼

Activation Date: (ex: mm/dd/yy) 11/9/2018

BRARY INFO NEW SEARCH MY ACCOUNT NEW S

8. Then simply submit request.

If we don't have a book in our library we can get one from our Inter-Library Loan within 2 working days. We will contact you when the book arrives and will hold it for up to 7 days for you to collect.