

Placing Holds in the Online Catalog



Holds are items that you have requested. You place holds on items that you request from other libraries so that they will be sent to you at your home library. You also place holds on items that you would like to receive but which are not currently available because they are checked out.

NOTE: You must be logged into your account in order to place holds. If you do not log in before you begin searching, you will be asked to log in when you try to place a hold.

The web address for the online catalog is <http://bark.cwmars.org>.

1

Log into your account by clicking this button.

Enter your search terms in this box and click the Search button.

As an example, we search for **mark twain** and, among the results, we get “The Prince and the Pauper”.

2

Click on “Place Hold” to request this book.

You’ll be brought to a Place Hold page where you choose your pickup library location.

3

First, choose your pickup library from this dropdown list.

Second, click the “Submit” button.

4

You’ll be brought to a Place Hold page which will confirm that your hold was successfully placed.

Click “Continue” to finish.

Special Note:

If you’re placing a **hold on something that has parts** — like a DVD set, for example — on the screen where you choose your pickup library, there will be a dropdown list where you can choose which part you want. If you only want one particular part, be sure to choose it here. And then click “Submit”.

Place Hold

C. S. Forester's Horatio Hornblower [video]

Select a Part (optional): - All Parts -

Choose a pickup location library: Marlborough

Submit Cancel

Occasionally, there are reasons why a hold cannot be placed. If you have a **PROBLEM** placing a hold, please **CONTACT YOUR LOCAL LIBRARY**.