

## How do I obtain materials during 2<sup>nd</sup> Floor Remodel

1. Call the library at 262.636.9217. One of our friendly staff will be happy to help you.
2. Place a hold through the Library's online catalog. You can reach the catalog by going to [www.racinelibrary.info](http://www.racinelibrary.info) and click on **Library Catalog** on the left-hand side of the page. Please wait until you have been notified that the item is available for you to pick up. You will be notified via phone, email or US Mail.

### How to Place a Hold

1. Once you are in the **Library's Catalog**, Search for the item that you are want.
2. Once you have found what you are looking for click **Place Hold**.

The screenshot shows the library catalog interface. At the top, there are navigation links like 'Español', 'Search/Home', 'Find It Fast!', 'Kids' Library', 'Reference Services', 'Knowledge Portal', 'My Account', and 'Contact Us'. Below that is a green navigation bar with 'GO BACK', 'HELP', 'NEW SEARCH', 'BACKWARD', 'VIEW OPTIONS', 'Print or Email Kept Records', 'Bookmark this page', 'Permalink', and 'Logout'. The search results show 'record 2 of 2 for search Title "the girl who kicked the hornets nest"'. On the right, a box says 'You Found Titles in Categories: Germanic Literature'. The main content area is titled 'Item Details' and includes a 'Keep' checkbox and a red-circled 'Place Hold' button. To the right of the button is a book cover for 'THE GIRL WHO KICKED THE HORNET'S NEST' by Stieg Larsson. Further right, 'Item Information' lists: Title: 'The girl who kicked the hornet's nest', Author: 'Larsson, Stieg, 1954-2004.', Publisher: 'Alfred A. Knopf', Pub date: '2010.', Pages: '563 p.', ISBN: '9780307269997', and Item info: 'No copies currently available. Place Hold.'. Below this, there are two tables for library locations. The first table is for 'Racine Main Library' with columns for 'Copies' (1), 'Material' (Book 14 Day New), and 'Location' (On hold for someone). The second table is for 'Racine Bookmobile' with columns for 'Copies' (4), 'Material' (Book 14 Day New), and 'Location' (Checked Out). At the bottom, there is a 'Powered by: SirsiDynix' logo and 'SHARE Libraries Catalog Your Electronic Library on the Web Copyright © 2000 - 2010, SirsiDynix' text.

3. The following screen will appear. You will need to input your library card number and your PIN number. If you do not know your pin number please call 262.636.9241 to obtain your pin. Choose the library you want to pick the item up at. If you want to pick it up at the Downtown Library choose **Racine Main Library**. If you want to pick it up at the Mobile Library choose **Racine Bookmobile**.

The screenshot shows a 'Place Hold' form. At the top, it says 'Place Hold' and 'TITLE: The girl who kicked the hornet's nest / Stieg Larsson ; translated from the Swedish by Reg Keeland. AUTHOR: Larsson, Stieg, 1954-2004.'. Below this are several input fields: 'User ID:' with a text box, 'PIN:' with a text box, 'Pickup at:' with a dropdown menu showing 'Racine Main Library', 'Expiration date:' with a date picker, and 'Suspension start date:' and 'Suspension end date:' with date pickers. At the bottom, there are two buttons: 'Place Hold' and 'Reset Query Values'.

4. Click the **Place Hold** button. You will get a confirmation screen that your hold has been placed.