

# How to place a hold on an item using the New Enterprise Library Catalog

1. Start at <http://ferndalepubliclibrary.org>
2. Click on the "Search Catalog" link
3. Click "Login" at the top of the screen

The screenshot shows the Ferndale Public Library website. At the top, there is a navigation bar with the library logo and the text "The Library Network Libraries Working Together". To the right of the logo, there is a "Log In" link highlighted with a red arrow, along with links for "My Account", "My Lists", "Library Information", and "Other Libraries". Below the navigation bar is a search bar with a dropdown menu set to "Search Everything" and "All Fields". A "Search" button is visible to the right of the search bar. On the left side, there is a sidebar with links to "Visit the Library Homepage", "Library News and Events", "eLibrary Catalog", "Other Libraries", and "MeLCat". Below these links are social media icons for Facebook, Twitter, and Pinterest. The main content area features a "Ferndale - New Books" section. The featured book is "Hold Me in Contempt" by Wendy Williams. The book cover is displayed on the left, and the title and author information are on the right. Below the book information is a "Find In My Library" button. To the right of the book information, there are two promotional banners: "Download eBooks & audiobooks" and "Michigan Activity Pass".

4. Login with your library card number (the long number beginning with "2" on the back of your card and your PIN. Didn't set a PIN? It is likely 1234.
5. If you leave the options set at "Search Everything" and "All Fields," you'll get lots of results to choose from. Know exactly what you want? Narrow it down by title, author, type of item or whether it's available at FPL

## 6. Fill in your search term and click "Search"

The Library Network  
Libraries Working Together  
Ferndale Public Library

Welcome BENNETT, KELLY DOREEN | [Log Out](#) | [My Account](#) | [My Lists](#) | [Library Information](#) | [Other Libraries](#)

Search Everything | All Fields | Search | Advanced Search

Search Everything  
Catalog Search (Excludes Digital Collection)  
Ferndale Digital Collection  
Ferndale Public Library  
Audio Books  
Books  
Large Print  
Movies  
Music

myreadinglog

Download eBooks & audiobooks

Michigan Activity Pass  
free or reduced admission to museums throughout the state

Find in My Library

## 7. A list of results will pop up. You can further limit your results using the checkboxes on the left side.

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narrow your search even more by checking boxes

Search Everything | All Fields | hannibal | Search | Advanced Search

Limit Search Results

Library  
 Addison Township Li...  
 Allen Park Public Lib...  
 Auburn Hills Public Li...  
 Belleville Area Childr...  
 Berklely Public Library  
More  
[Expand All](#)

Format  
 Books (178)  
 Video disc (84)  
 Audio disc (81)  
 eBook (19)  
 Audio cassette (5)  
More  
[Expand All](#)

Age Group  
 Adult  
 Juvenile  
 Young Adult

Author  
 Hannigan, Alyson, 19... (37)  
 Twentieth Century Fo... (24)  
 Harris, Thomas, 1940- (19)  
 Universal Pictures (U... (15)  
 Biggs, Jason, 1978... (17)  
More  
[Expand All](#)

Subject  
 Video recordings for t... (85)  
 Feature films (48)  
 DVD-Video discs (35)  
 Comedy films (21)  
 Lecter, Hannibal (Fict... (16)  
More  
[Expand All](#)

Publication Date  
 Years

380 Results Found

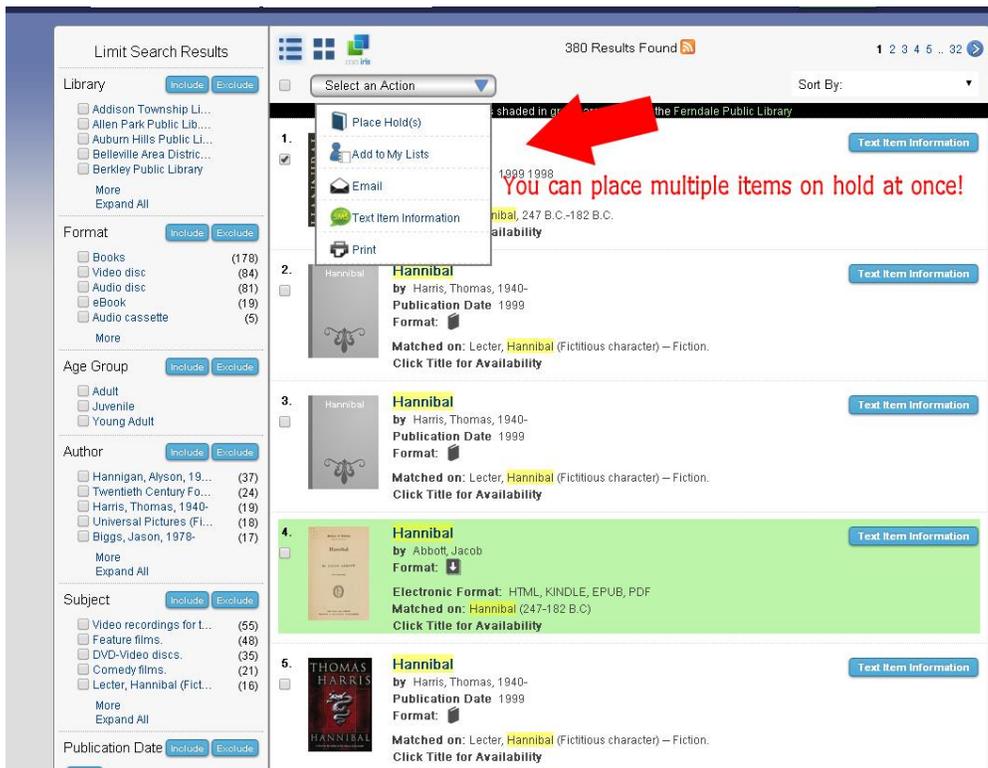
Select an Action

Sort By:

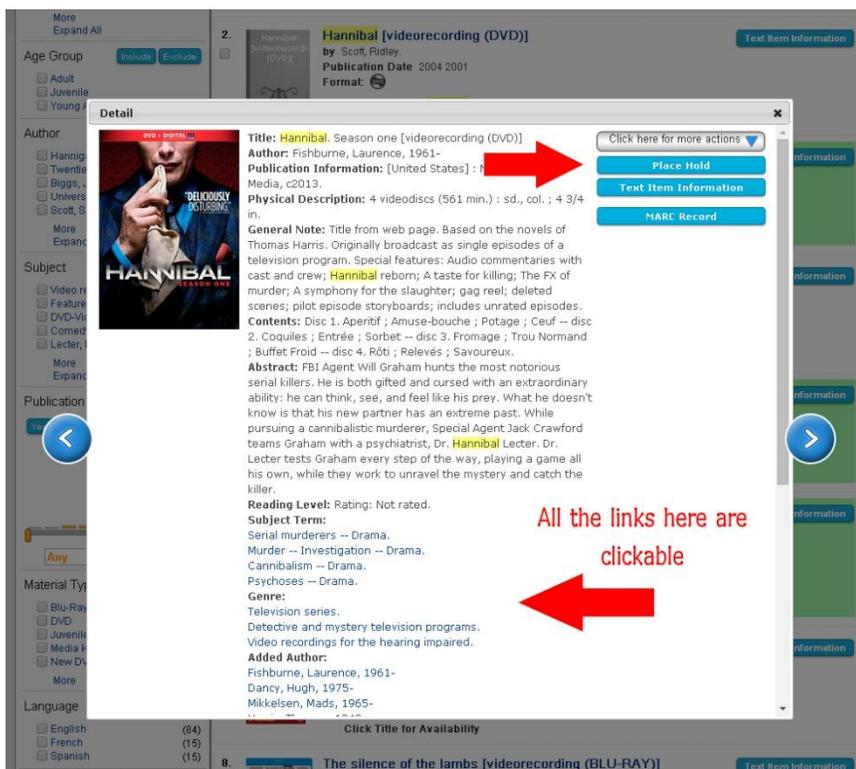
Cells shaded in green are owned by the Ferndale Public Library

- Hannibal**  
by Lanser, Serge  
Publication Date 1999 1999  
Format:   
Matched on: **Hannibal**, 247 B C-192 B C.  
Click Title for Availability
- Hannibal**  
by Harris, Thomas, 1940-  
Publication Date 1999  
Format:   
Matched on: Lecter, **Hannibal** (Fictitious character) – Fiction  
Click Title for Availability
- Hannibal**  
by Harris, Thomas, 1940-  
Publication Date 1999  
Format:   
Matched on: Lecter, **Hannibal** (Fictitious character) – Fiction  
Click Title for Availability
- Hannibal**  
by Abbott, Jacob  
Format:   
Electronic Format: HTML, KINDLE, EPUB, PDF  
Matched on: **Hannibal** (247-192 B C)  
Click Title for Availability
- Hannibal**  
by Harris, Thomas, 1940-  
Publication Date 1999  
Format:   
Matched on: Lecter, **Hannibal** (Fictitious character) – Fiction  
Click Title for Availability
- HANNIBAL**  
by Leckie, Ross, 1957-  
Publication Date 1996  
Format:   
Matched on: **Hannibal**, 247 B C-192 B C. – Fiction  
Click Title for Availability

## 8. Select one or multiple items by checking the boxes next to the titles. Then select an option for the selected titles

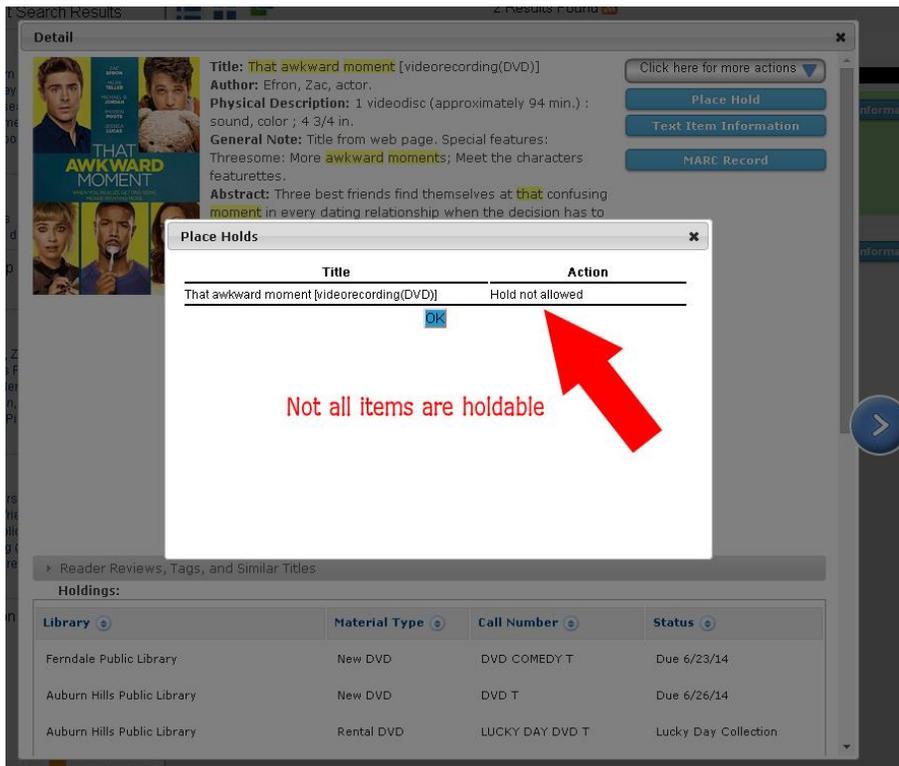


9. For more information on a specific title, click the title itself. You can also place a hold on the item from this screen.

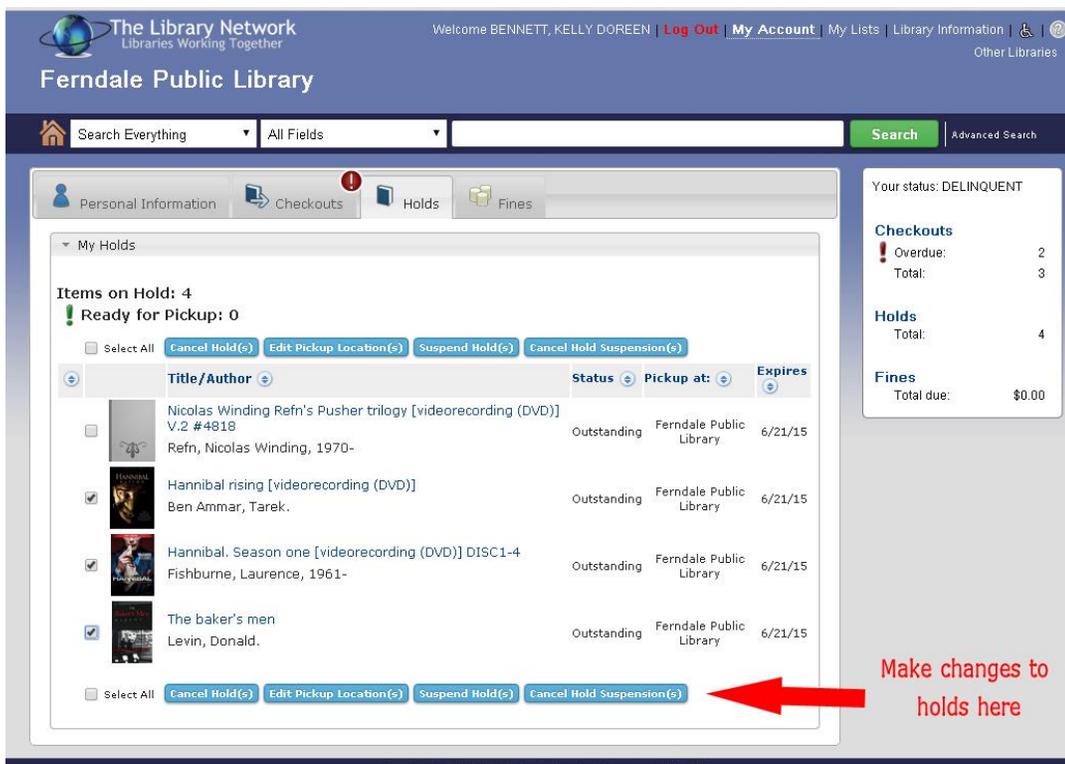


10. Once you click "Place Hold" you'll be given the option to select a library to pick the item up from. This will be set at Ferndale Public Library by default.

11. Be sure you see the message, "Success". If you see the message, "Hold Not Allowed," your hold has not been placed. You may see this message if an item is new, or if the library that owns it does not allow patrons from other libraries to hold it.



12. You can view your holds by clicking on the "My Account" link at the top of the screen, and selecting the Holds tab. You can cancel, suspend (delay), cancel a suspension or change the pickup location of outstanding holds from this screen.



13. You will receive a phone call or email (depending on the information you've provided the library with) from our automated system when your item is ready to be picked up.

14. You'll have 10 days to pick it up.