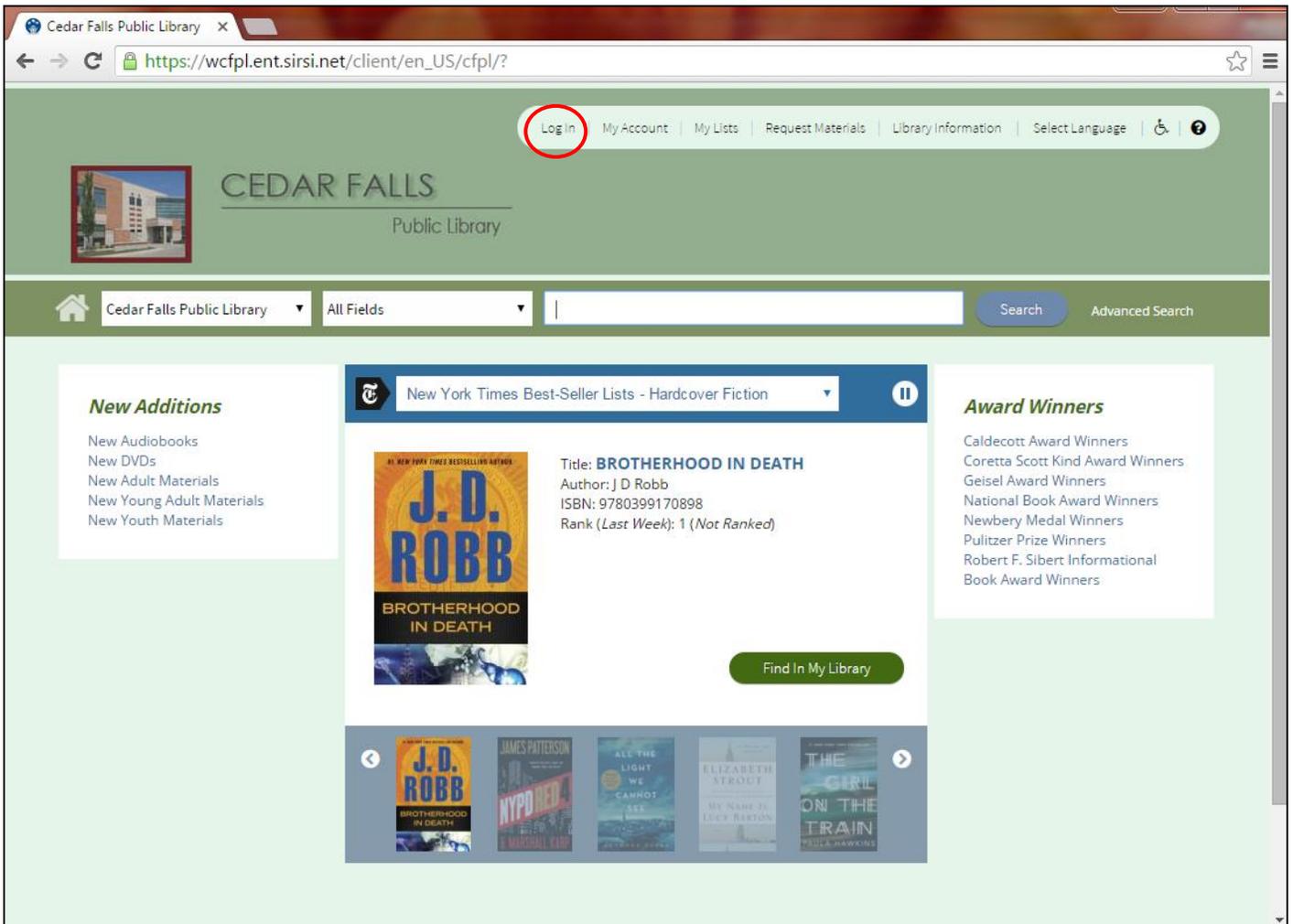


Placing Holds at the Cedar Falls Public Library

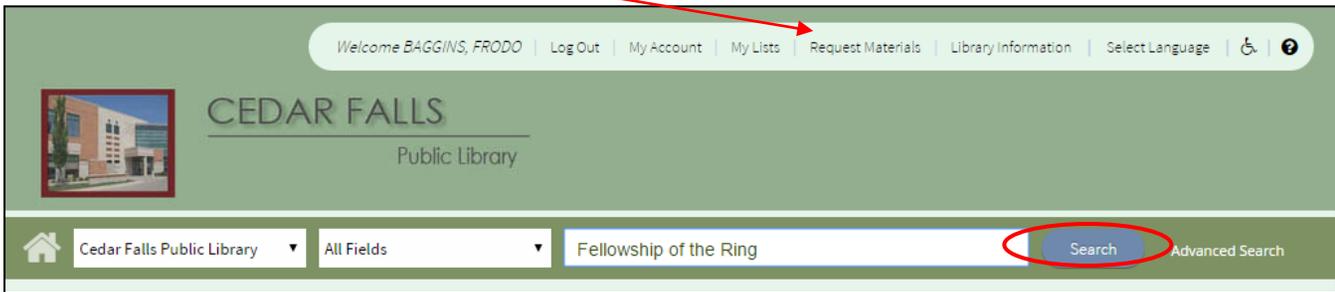
1. Visit the Cedar Falls Public Library [catalog](#)



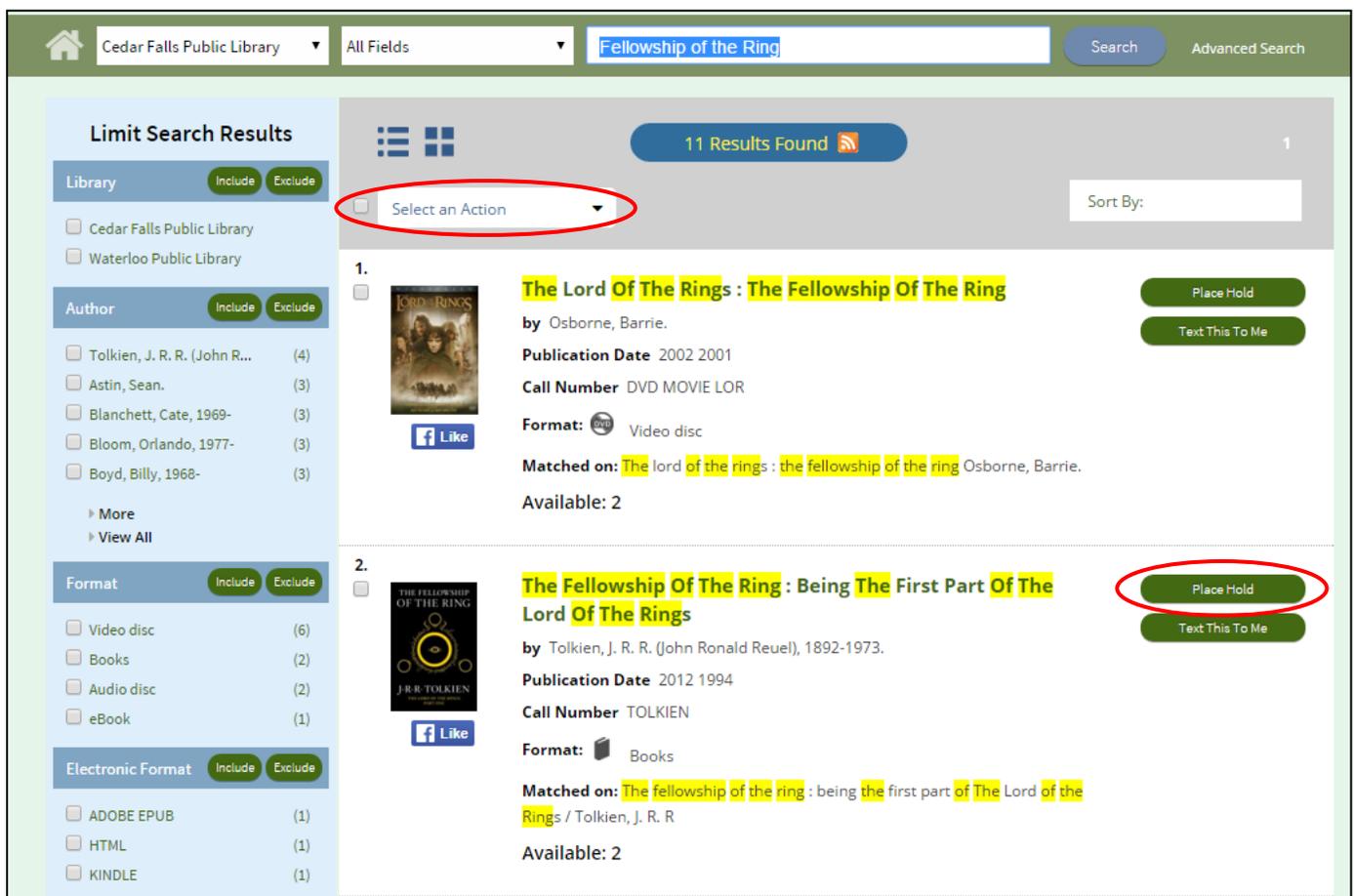
2. Log in to your patron account using your library card barcode and PIN. If you got your library card **before** 02-14-2016, your default PIN is the last four digits of your phone number. If you got your library card 02-14-2016 or **after**, click “Forgot my PIN”.

A screenshot of the library login form. It features a blue header with a close button (X). Below the header, there are two input fields: 'Barcode:' with the value '28615100212755' and 'PIN:' with four dots. At the bottom, there is a red link 'Forgot my PIN' and a blue 'Log In' button.

3. Search for the item(s) you'd like to place on hold. Cedar Falls Public Library is the default library, but you can search the Waterloo Public Library, too. Keep in mind you still need to request Waterloo Public Library items through Interlibrary Loan (ILL) using the Request Materials button on the top right of the catalog.



4. You can click "Place Hold" directly from the search results! You can also click the checkbox of multiple items in the search results and place multiple holds at once using "Select an Action". Use the checkboxes on the left to narrow your results.



5. Review the selected item(s) and click “Place Hold(s)”

Place Hold(s) ✕

Title	Pickup Library:
The fellowship of the ring : being the first part of The Lord of the Rings	Cedar Falls Public Library ▼

Place Hold(s)

6. Click “OK”

Place Hold(s) ✕

Title	Action
The fellowship of the ring : being the first part of The Lord of the Rings	Success

OK

7. View, suspend, and cancel your holds in your “My Account” page

Welcome BAGGINS, FRODO | Log Out | **My Account** | My Lists | Request Materials | Library Information | Select Language | |

CEDAR FALLS Public Library

Cedar Falls Public Library | All Fields | Search | Advanced Search

Personal Information | **Checkouts** | **Holds** | **Fines** | **Requests**

Items on Hold: 1
Ready for Pickup: 0

Select All **Cancel Hold(s)** **Suspend Hold(s)** **Cancel Hold Suspension(s)**

	Title/Author	Status	Pickup at:	Expires	Place in queue
<input type="checkbox"/>	The fellowship of the ring : being the first part of The Lord of the Rings Tolkien, J. R. R. (John Ronald Reuel), 1892-1973. 31503004007833	Pending	Cedar Falls Public Library	8/16/16	1

Select All **Cancel Hold(s)** **Suspend Hold(s)** **Cancel Hold Suspension(s)**

Your status: OK

Checkouts

Digital:	0
Library:	0

Holds

Digital:	0
Library:	1

Fines

Total due:	\$0.00
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