

# Placing a hold on a EES library book

Type [www.eastfordct.org](http://www.eastfordct.org) in the address bar

Click **Library**

Scroll down to **Online Catalog**

On upper right click **Login**

Type 4 digit library card number

Click on line underneath to type password (check in with Mrs. Bibeault for your password)

Search for a book

Click on the book once you have found it

Click **HOLD** on the left side of screen, under the picture of the book

Click the calendar under **Not needed Before Date** to choose date

A **Cancel if Not Filled by** date is not needed

Click the orange **Place Hold** box to place the hold

Library staff will check for holds each morning and during the day as time allows.