Library Catalog: How to Place a Hold

1. Launch the library’s catalog at www.bklynlibrary.org by clicking on the “Advanced Catalog Search” or “Catalog” link underneath the search box. Alternatively, you may go to the “Borrow” tab on the left side of your screen and click on “Launch the Library Catalog”.

2. In the search box provided, type in the title, author, or ISBN of the book/media you are searching for. Hit “Enter” or click on the magnifying glass to conduct the search.

3. Your search results will be sorted by relevance based on the keywords you typed in. Alternatively, you may also sort your results by date or title. To refine your search, you may use the refine by: facets on the right of the screen.
4. Once you find the book/DVD in our catalog, you may click on “Place a Hold” to start the hold process.

5. On the following page, you will be prompted to sign into your account with your library card barcode or username (if you have not done so already). Click on “Log In” to continue.

6. A new window will appear on your screen prompting you to select your hold location. If you would like to set a date for when this item is no longer needed, click on the check box next to “I have a deadline for this material”.

7. Click on “Submit”. If successful, you will receive a confirmation that the hold was placed onto your account. To confirm, please click on the “My Account” tab and “Holds” located on the left side of your screen.