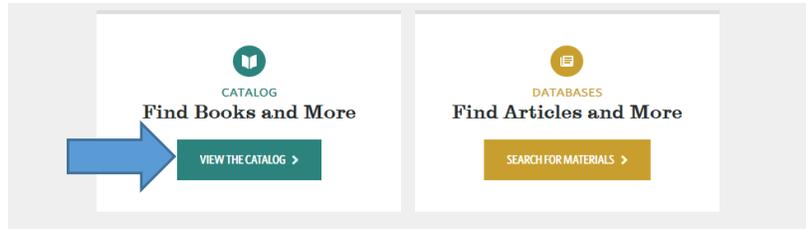
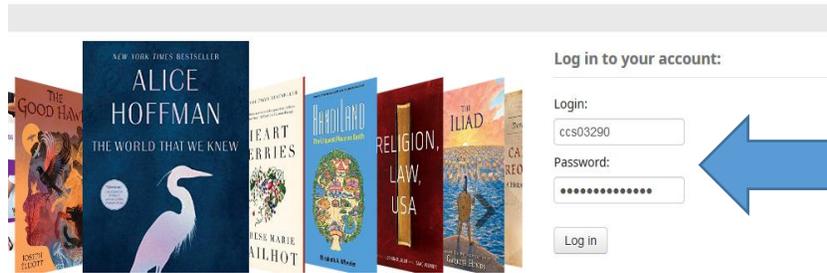


## How to place a hold on library materials:

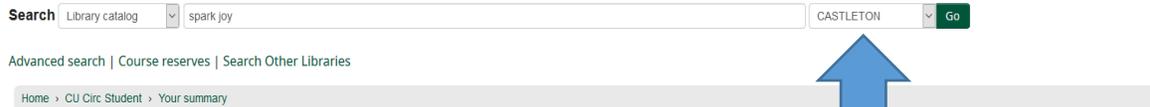
1. Go to the library webpage and click “VIEW THE CATALOG”



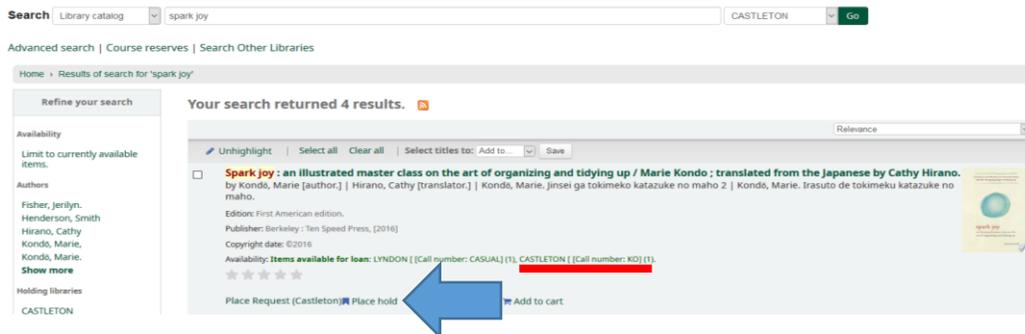
2. Login using your Portal credentials.



3. Enter the title you are looking for in the search box and change the “All libraries” drop down to “CASTLETON”.



4. When you have found the item you want make sure it is available at Castleton and click “Place Hold”. If item is not owned by Castleton please place an interlibrary loan request or contact [Kim Bailey](#) for assistance.



5. Confirm that you would like to place a hold on that item. You will receive an email from library staff when the item is ready to be picked up. \*Please note all correspondence will go to your Castleton email.

