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## The Deep River Public Library

613-584-4244 / [info@deeperiverlibrary.ca](mailto:info@deeperiverlibrary.ca)

<http://deeperiverlibrary.ca>



### Placing a hold on items in our catalogue

Once at the Deep River Public Library website ([deeperiverlibrary.ca](http://deeperiverlibrary.ca)):

1. Click on “Online Catalog” on right hand side under “Quicklinks” or select the “Online Catalog” tab along the top.
2. Enter the 8 digits of your barcode, starting with “200 \_\_\_” and your passcode. Your passcode should be your last name in all capital letters.
3. Search the catalogue for your title or subject area. Note, specific spelling matters with this search engine. Google can help to clarify spelling of authors and titles. For best results, search “Anywhere” rather than title or subject.
4. In your list of search results, a green check box means that the item is in and a red x means it’s out on loan.
5. The orange icon indicates what kind of resource it is (book, DVD, or a little microphone for talking books).
6. If you would like to put a hold on an item, click on the record for more details. Click “Reserve” next to the chart on the top. A pop-up window should indicate that your item has been placed on reserve. Staff will contact you when the item is available.
7. If an item is on loan to another patron, you may place a hold. Please be aware that it might take longer for the item to arrive as we are encouraging patrons to keep library materials during social distancing.
8. To cancel a hold, click on “My Account” at the top right corner. Click “Current Transactions”. Your holds should be at the top of the list. Click on “Cancel”.
9. Staff will receive your request and contact you when your hold is available for pick-up or delivery.

#### Other Tips:

The Bookbag feature allows you to keep track of items that you might want to check out at a later date. To add an item to your Bookbag, check the box at the bottom of the item record. You can print this list for future reference by going into the “Bookbag” window on the right of the screen. We are not able to email Bookbag lists at this time.

While in your account:

1. Click “My Account”
2. Click “Current Transactions”, and you can renew up to five times while the library is closed due to COVID-19 (normally once) as long as your items are not overdue, and you do not have any fines.
3. See “History” for a list of items that you’ve signed out since 2011.

**Questions? Contact staff at 613-584-4244 or [info@deeperiverlibrary.ca](mailto:info@deeperiverlibrary.ca)**