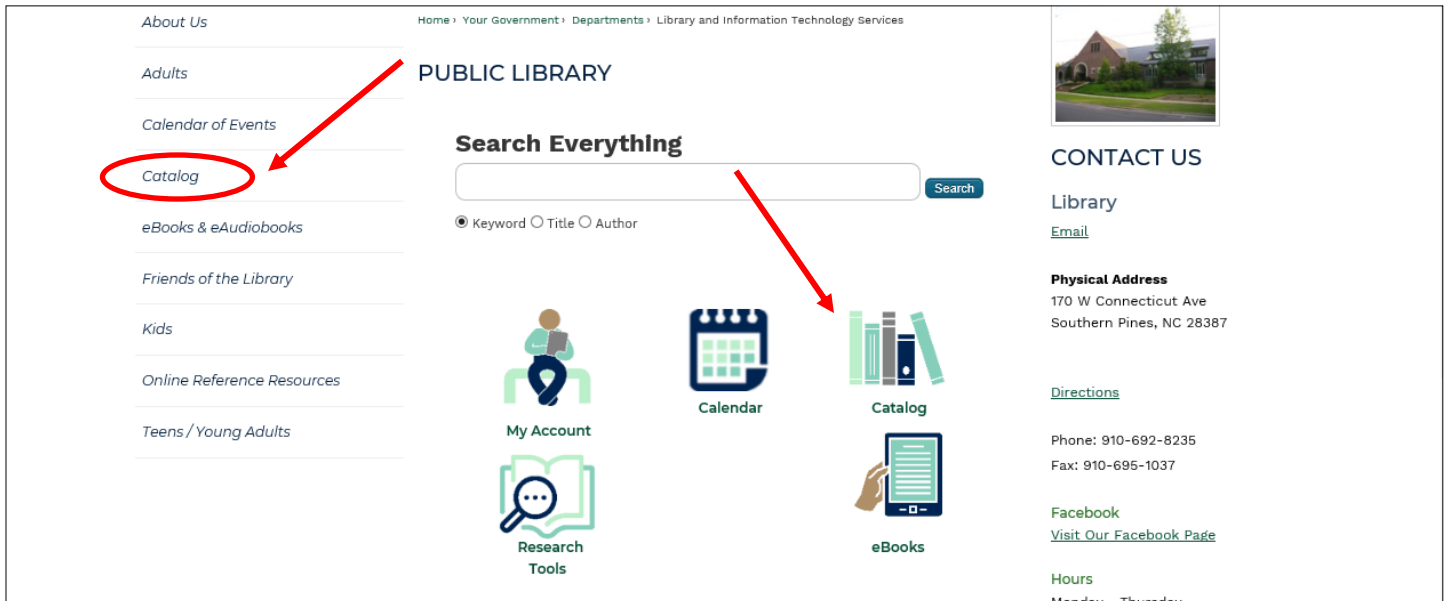


Placing Online Holds

You can place a hold request via the Internet as long as you have a valid Southern Pines Library card and a personal identification number (PIN). To place a hold online, follow these simple steps:

1. In your browser, go to the Southern Pines Public Library website: <http://www.sppl.net/library>
2. To search for the items, click on one of the two catalog links.



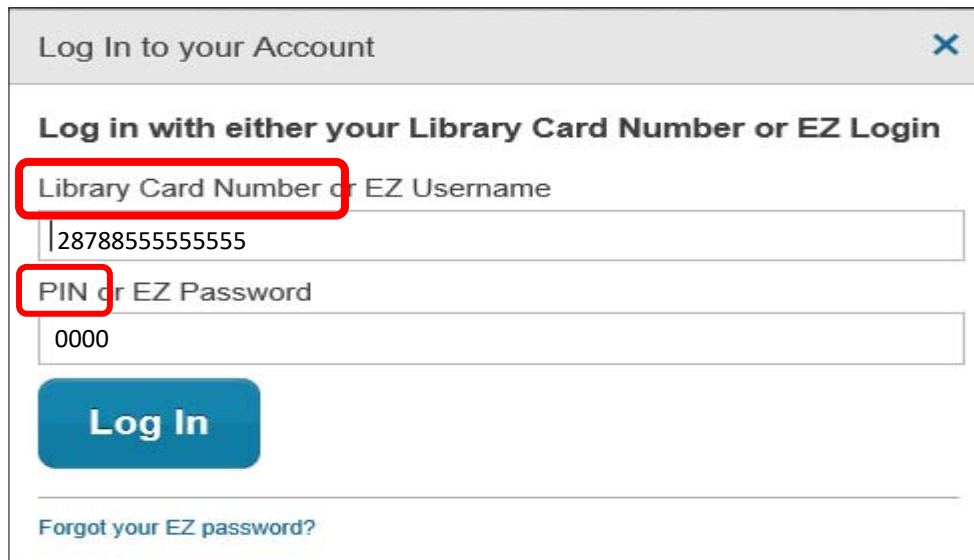
3. Search for the title or author.



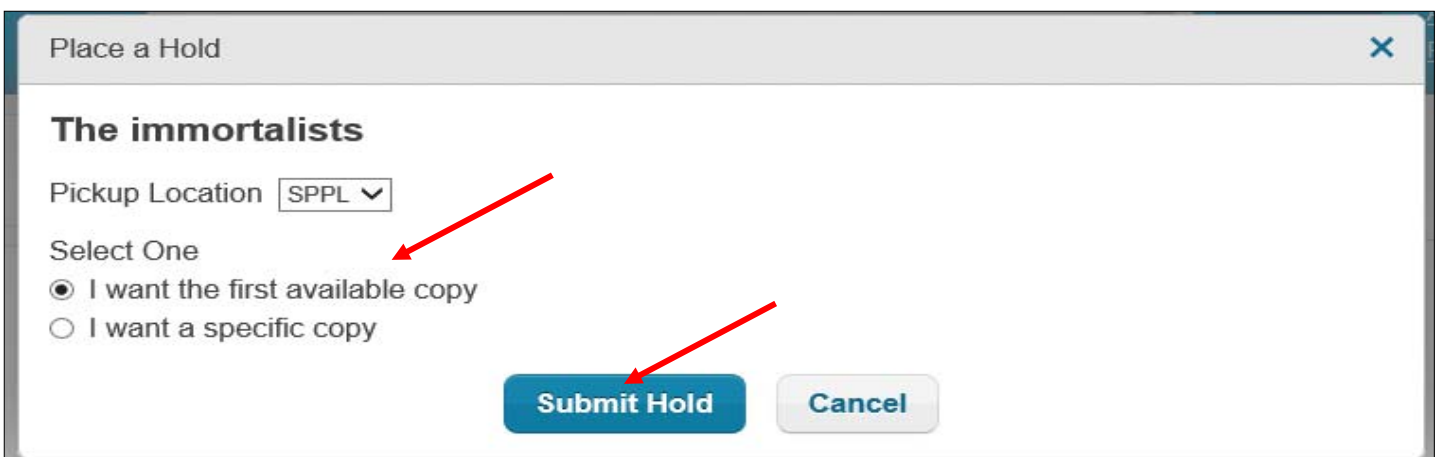
4. Once the list of results appears, find the correct title and format (Large Print, Audiobook, etc.) and use the **Place Hold** button to begin placing the hold.



6. To login, locate the number on the back of your library card and type the numbers in the first box. As you type in the numbers, be sure to leave out any spaces. Then enter your 4-digit PIN number in the second box and click **Log In**.



7. Make sure the default is set to the **first available copy** and click **Submit Hold**. A green notification at the top of the screen will let you know that your hold has been placed successfully. Once you have logged in, you may place additional holds without reentering your library card number and PIN.



8. If you have set up either email or text notifications, you will be contacted when your hold as arrived. You may also monitor you library account online, via the **Account Activity** button.

