

**Mon & Wed 9 AM - 7 PM**  
**Fri 9 AM - 5 PM**  
**Sat 9 AM - 1 PM**  
**SAL Phone Number 814-763-5203**

## Instructions for putting Saegertown Area Library books on hold.

If you opened this document in a web browser, right click on the [saegertown.ccfls.org](http://saegertown.ccfls.org) link and select "open link in new tab." That allows you to easily come back to this document. If you downloaded the document, you just need to click on the link. Once at the SAL site go to the bottom of the page and look for the words "My Library Account." Now you need to Log In to your account. The instructions for doing this are under the black Log in button. This will also be displayed at the bottom of the page on the website. After you click on the Log in button you will be taken to a new page where you will see the Search "tool" as shown below.

### My Library Account

Login:

Password:

**Log In**

**LOGIN:**  
Your Library Card Number

**PASSWORD:**  
Your last name, all lowercase



Search  Library catalog  All libraries  **Go**

If you receive the error message shown below when you attempt to Log In to your account, please call Saegertown Area Library at 814-763-5203

### Log in to your account

You entered an incorrect username or password. Please try again! But note that passwords are case sensitive and that your account will be locked out after a fixed number of failed login attempts. Please contact a library staff member if you continue to have problems.

The Search tool has several pull-down menus (shown by the downward arrows). The first one is Library catalog. When you click that you will see several options as shown below. You can either leave it as Library catalog (an open search) or, select Title, Author, or Subject if you know more specifically what you are trying to locate.

Search  Library catalog  All libraries  **Go**

Library catalog

Advanced Search

Home

CCFLS L

- Bens
- (Titu
- Cam
- Sprin
- Coch
- Line
- Meadville

Title

Author

Subject

ISBN

ISSN

Series

Call number

Your summary

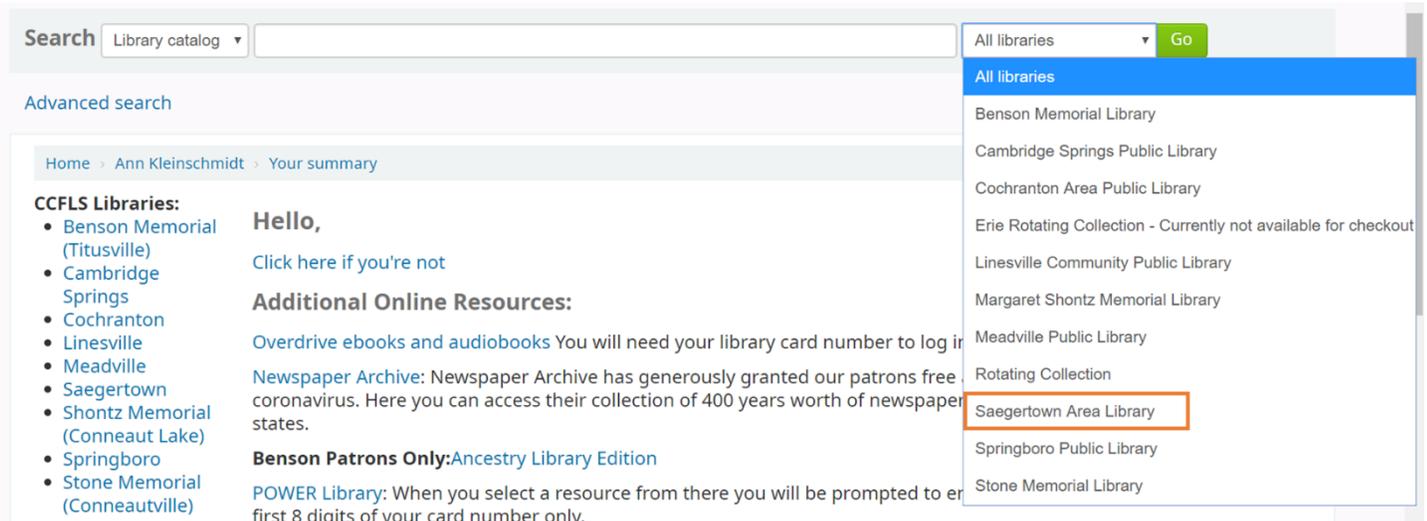
**Hello,**

[Click here if you're no](#)

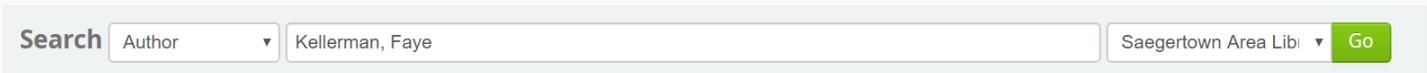
**Additional Online Resources:**

[Overdrive ebooks and audiobooks](#) You will need your library card number to log in.

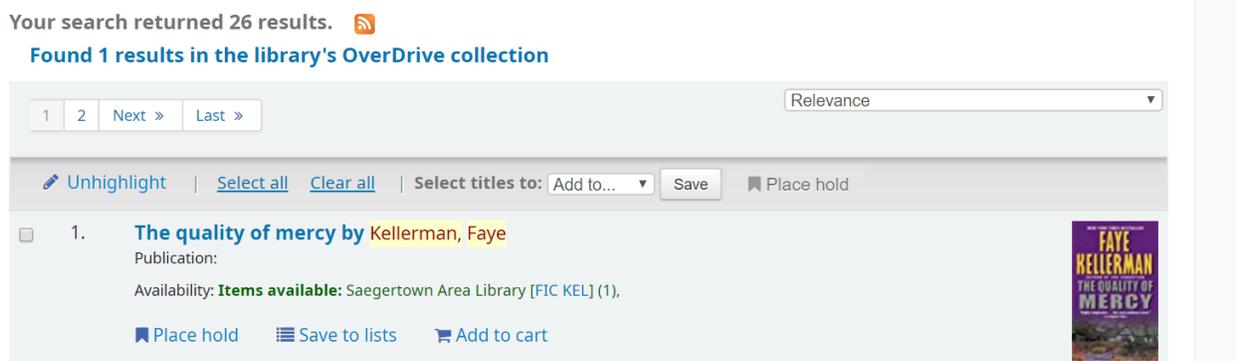
For the SAL lobby service, we will only be making books at SAL available. So, the next step of your search is important. On the right side of the Search tool is a pull-down menu with the words All libraries. When you click on that you will see a list of the libraries in the CCFLS system. Before you search make sure you click on Saegertown Area Library, highlighted with an orange box below.



Keeping Library catalog as the choice at the left is fine, however, it is **important** that you select the Saegertown Area Library choice from the All libraries pull down menu. The Search below uses the selection Author, then the author name (last name, first name), and in the right box Saegertown Area Lib is selected.



Below is a picture of the first item shown as an outcome of this search. When you see the outcome, make sure that after **Items available**, **Saegertown Area Library** is shown. If other libraries are listed, start the Search over and make sure that Saegertown Area Library is selected in the All libraries pull down menu.



Under the book information are the words Place Hold, click on that link, and a new window come up with information like what is shown on the next page.

**Confirm holds for:**

Place a hold on **The quality of mercy**, by Kellerman, Faye

Pick up location: Saegertown Area Library

[Show more options](#)

Confirm hold

When this page comes up, make sure that after “Pick up location” it indicates Saegertown Area Library. If it does then click on the button, Confirm hold. When you do this, a new page will come up with information similar to what is shown below.

**Holds (1 total)**

Title	Placed on	Expires on	Pick up location	Status	Suspend	Modify
<b>The quality of mercy</b> Kellerman, Faye	05/23/2020	Never expires	Saegertown Area Library	Pending	Suspend	Cancel

Suspend all holds until  Clear date to suspend indefinitely

Resume all suspended holds

If there are several books on the list of the outcome of your search you would like to put on hold (rather than the one in the example above), then click on the little white box in front of each book you would like to place on hold. If you selected several books, the words “Place hold” at the top of the search result will turn from grey to blue, as shown below. In this case you would click on the “Place hold” link at the top.

Unhighlight | Select all Clear all | With selected titles:  Add to...  Place hold

When this was done for the selections made the following outcome was observed.

**Confirm holds for:**

**The quality of mercy**, by Kellerman, Faye

There are no items that can be placed on hold.

Place a hold on **False Prophet**, by Kellerman, Faye

Pick up location: Saegertown Area Library

[Show more options](#)

Place a hold on **Serpent's tooth**, by Kellerman, Faye

Pick up location: Saegertown Area Library

[Show more options](#)

Confirm hold

Note that for the first item there is a statement in yellow that reads: There are no items that can be placed on hold. This indicates that someone else has put a hold on this book. If the book was checked out, after the word "Availability" on the search output, you would have seen the statement: **No items available: Checked out.**

Make sure that the "Pick up location" is Saegertown Area Library.

When finished, click on "Confirm hold."

Once you have placed a hold on the item or items someone from SAL will contact you about when the item can be picked up from the Lobby.