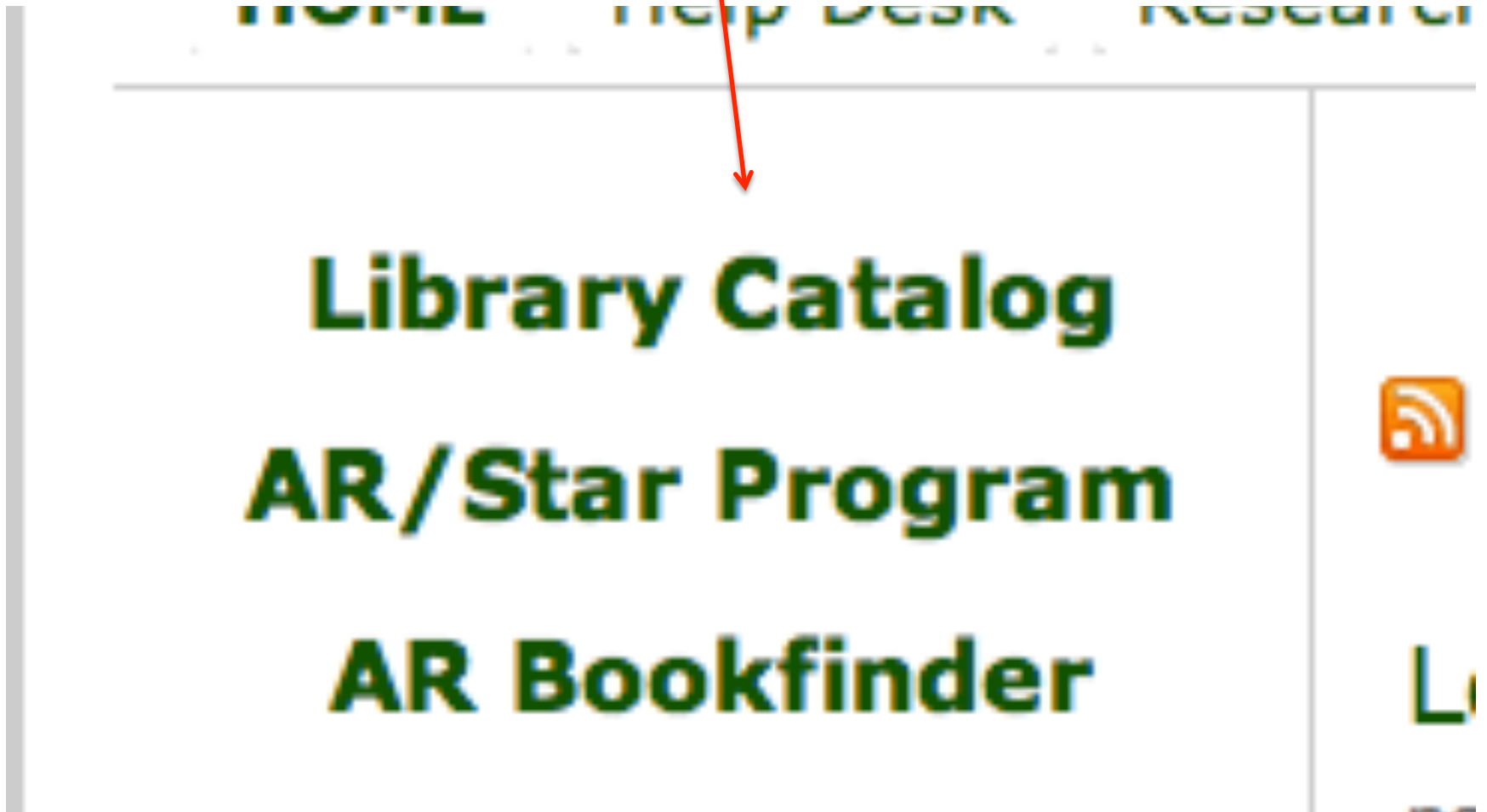


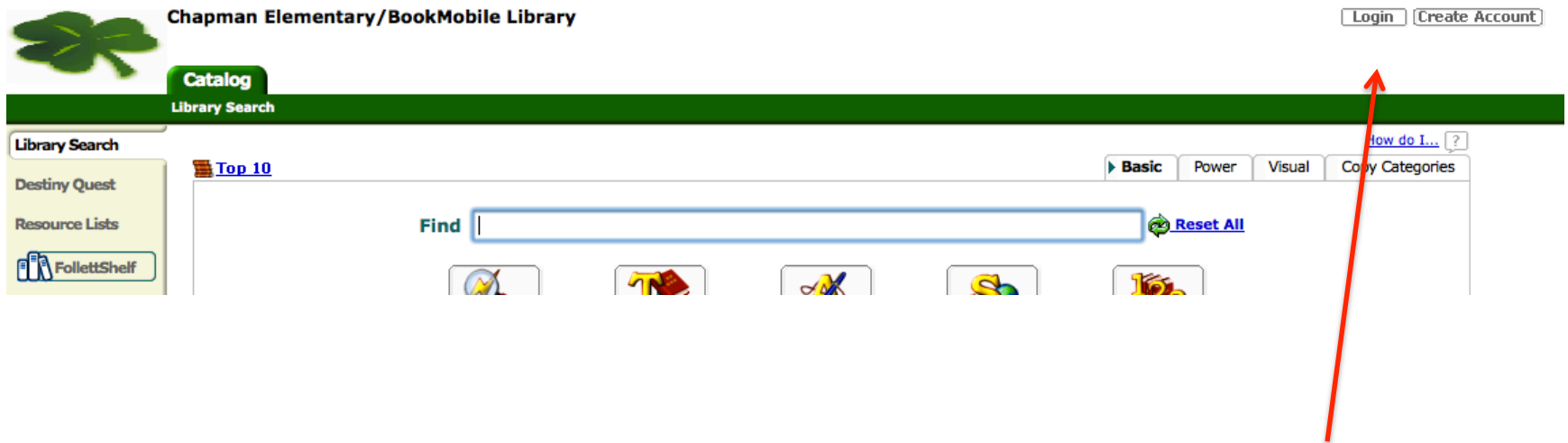
How to Place a Hold on a Book



Step 1: Go to the Library Catalog



Step 2: Click on the library where you want to search FIRST, then click **Login**



Login using your username and password.

Step 3: Search the Catalog for what you are looking for.

Chapman Elementary/BookMobile Library

Catalog
Library Search

Library Search

Library Quest





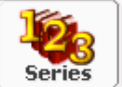
Source Lists

FollettShelf

[Top 10](#)

Basic Power Visual

Find [Reset All](#)

 Keyword  Title  Author  Subject  Series

Narrow your search to... [Show Less](#)


Location Chapman Elementary/BookMobile Library

Material Type Any Type

Award Winner Unlimited ?

Reading Level From to

Interest Level From Unlimited to Unlimited ?

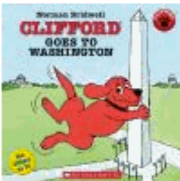

Reading Programs Unlimited  ?

Step 4: When you find a book or material that you want, click on the title to bring up the record.

Catalog
Library Search > Search Results

Searched for (clifford). Searched in: Chapman Elementary/BookMob
[Not what you're looking for? [Refine your search?](#) [Browse Subjects?](#)]

Titles: 1 - 25 of 71 Sort By: Relevance [Go!]

Clifford's funny adventures Details Call #: E Bridwell, Norman Bridwell, Norman. Clifford the big red dog Published 2007 Reading Level: 2.0 Interest Level: K-3	0 of 1 available Add to this List
Clifford : four favorite stories Details Call #: E Bridwell, Norman Bridwell, Norman. Scholastic reader collection. Level 2 Published 2006 Reading Level: 1.4 Interest Level: K-	1 of 1 available Add to this List
 Clifford goes to Washington Details Call #: E Bridwell, Norman Bridwell, Norman. Clifford the big red dog Published 2005 Reading Level: 2.4 Interest Level: K-3 Reading Counts!® Level: 2.1 / 1.0 pts.	1 of 1 available Add to this List
 Clifford's day with dad Details Call #: E Bridwell, Norman Bridwell, Norman.	0 of 1 available Add to this List

On the right-hand side, you can see how many copies of the book are currently in the library

Let's say for instance that you want Clifford: Four Favorite Stories. You would click here to bring up the record.

Printable
My List [Add Page](#)
1 2 3 [Show All]
How do I... ?

Step 5: Click the **Hold It** button

The screenshot shows a library catalog entry for the book "Clifford : four favorite stories" by Norman Bridwell. The page includes a book cover on the left, a title section with the author's name and series information, and a description of the book's content. On the right side, there is a vertical sidebar of action buttons. A red arrow points from the top of the page down to the "Hold It!" button at the bottom of the sidebar. Other buttons in the sidebar include "Edit Title", "Duplicate It", "Delete Title", "Add Copies", "Wish List", "Recommend", "Image", "Edit Quiz Info", "Site Subjects", and "Digital".

Clifford : four favorite stories
[by Norman Bridwell].
(Series: Scholastic reader collection. Level 2)

Local copies available: 1 of 1.
There are no off-site copies of this title. [See all...](#)

Contains four stories about **Clifford** the Big Red Dog, including such adventures as an eventful birthday party and a trip to Hollywood to be in a movie.

E Bridwell, Norman
TitlePeek™

Selected List: My Personal List [Add to this List](#)

Show Less ^

Explore!

- **Clifford** (Fictitious character : Bridwell) [Find It](#)
- Dogs [Find It](#)

Explore! | Publication Info | Additional Info

Hold It!

That's it! The book or other material is now on hold in your name.