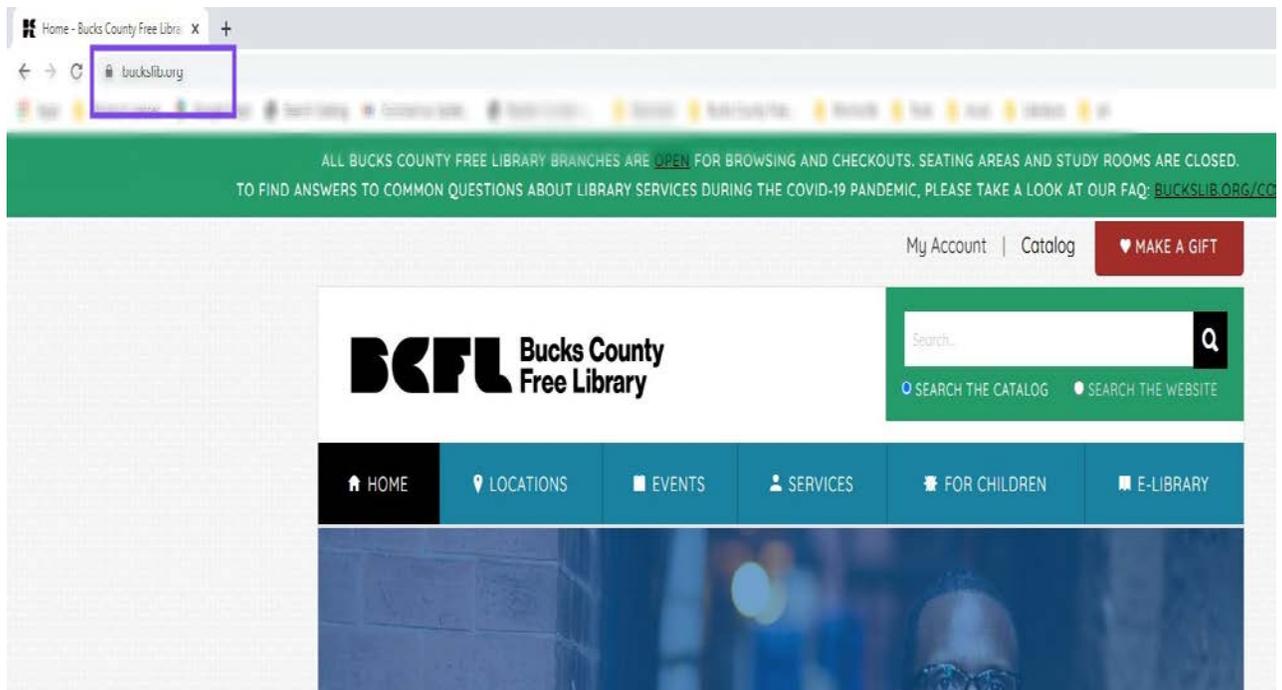


How to Place a Hold on Library Materials

Step by step with Screenshots

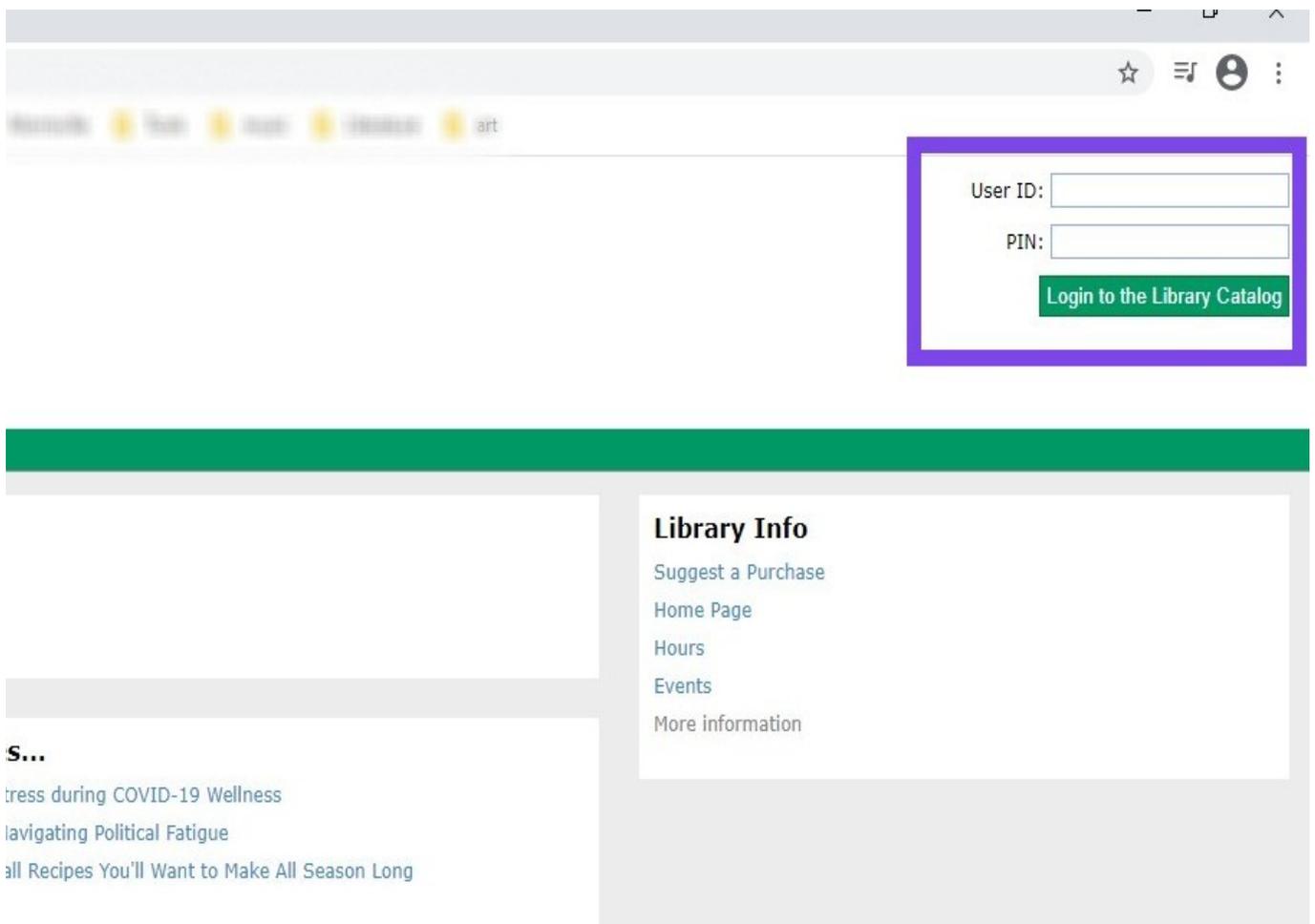
1. Go to the Bucks County Free Library website:
<https://buckslib.org/> To go directly to the login page, go to www.unicorn.buckslib.org/



2. Click on “My Account.” This will take you to the login page.

On the upper right hand corner (outlined in purple on this tutorial) is where you enter your Library card number and PIN.

Login using your Library card number and PIN. Click on “Login to the Library Catalog.” If you do not know your PIN, you may click on “My Account” on the Home Page, then “Request PIN” or call us at 215.295.4850.



3. Click on “Search/Home.”

Underneath the search bar (in this tutorial outlined in blue) are lists with suggestions of books to read if you are not sure what you want.

To search for a book/other library material, click on the empty search bar and enter a search term such as a book title, subject, or an author (if you are looking for a particular actor/director, choose “author”) (outlined in this tutorial in purple)

The screenshot displays the Bucks County Library District website. At the top, the logo "BUCKS COUNTY LIBRARY DISTRICT" is shown in green and blue. Below the logo is a navigation bar with links: "Search/Home", "Add/Update Email Address", "Find It Fast!", "Kids' Library", and "My Account". A secondary green navigation bar contains "Go Back", "Help", "Link to Page", "Permanent Lists", and "Logout".

The search bar area is highlighted with a purple border. It includes a text input field, a dropdown menu set to "words or phrase", a "Search" button, a "library:" dropdown menu set to "ALL", and a "Power Search" link.

Below the search bar, there are three columns of content:

- Recommended Reading:** A list of award categories including Cookbook Awards, Agatha Award (Mystery), Nebula Award (Science Fiction), Spur Awards (Western Fiction), and Pulitzer Prize for Fiction. A link for "More recommended reading lists" is provided.
- Best Sellers:** A list of categories including Barnes & Noble Business, New York Times Business, New York Times Fiction, New York Times Nonfiction, and New York Times Children's Picture Books. A link for "More best seller lists" is provided.
- Hot Sites:** A partially visible section with a link for "Managing : 4 Tips For 80+ Easy I".

At the bottom, a green navigation bar repeats the "Go Back", "Help", "Link to Page", "Permanent Lists", and "Logout" links. Below this is a "Powered by:" logo for SirsiDynix.

4. To the right of the search bar, click on the corresponding category (outlined in purple in this tutorial), then click “Search.”

BUCKS COUNTY LIBRARY DISTRICT

[Search/Home](#) [Add/Update Email Address](#) [Find It Fast!](#) [Kids' Library](#) [My Account](#)

[Go Back](#) [Help](#) [Link to Page](#) [Permanent Lists](#) [Logout](#)

library:
[Power Search](#)

words or phrase ▾ [Search](#)

- words or phrase
- author
- title
- subject
- series
- periodical title

Recommended Reading

- [Cookbook Awards](#)
- [Agatha Award \(Mystery\)](#)
- [Nebula Award \(Science Fiction\)](#)

Best Sellers

- [Barnes & Noble Business](#)
- [New York Times Business](#)
- [New York Times Fiction](#)

5. You may place a hold within your search results by clicking “Place Hold” above the photo of the book you wish to read or other item.

The screenshot shows a web browser window with the URL `bcfl.sirsi.net/uhtbin/cgiisirs/?ps=bV0yS44OFN/MO/X/123`. The browser's address bar and tabs are visible at the top. Below the browser, there is a navigation bar with various icons and a search bar. The main content area displays three search results, each with a book cover, a title, author information, and a 'Place Hold' button. The third result, 'Keepers 1st ed.', is highlighted with a purple border. At the bottom of the page, there is a 'Search Again' section with a search bar and a green search button.

Item Number	Title	Author	Year	Availability	Action
	<i>A Piece of Home</i>	Watts, Jeri Hanel, 1957- E FICTION WATTS	2016	3 copies available at Doylestown, Langhorne, and Quakertown	<input type="checkbox"/> +My List <input type="checkbox"/> Keep <input type="button" value="Place Hold"/>
3.	<i>Kizzy Ann Stamps 1st ed.</i>	Watts, Jeri Hanel, 1957- J FICTION WATTS	2012	1 copy available at Doylestown in Juvenile Fiction	<input type="checkbox"/> +My List <input type="checkbox"/> Keep <input type="button" value="Place Hold"/>
4.	<i>Keepers 1st ed.</i>	Watts, Jeri Hanel, 1957- J FICTION WATTS	1997	1 copy available at Bristol in Juvenile Fiction	<input type="checkbox"/> +My List <input type="checkbox"/> Keep <input type="button" value="Place Hold"/>

Search Again

6. Select the library at which you would like to pick up your book/library item (outlined in purple in this tutorial) then click “Place Hold.” (outlined in blue in this tutorial)

BUCKS COUNTY LIBRARY DISTRICT

[Search/Home](#) [Add/Update Email Address](#) [Find It Fast!](#) [Kids' Library](#) [My Account](#)

[Go Back](#) [Help](#) [Logout](#)

Place Hold

Title: Keepers / by Jeri Hanel Watt ; illustrated by Felicia Marshall.

Author: Watts, Jeri Hanel, 1957-

Pickup at:

Cancel hold after this date (optional):

Do not make available for pick up between these dates.
Start date (optional):

[Place Hold](#)

[Reset Query Values](#)

[Cancel](#)

Select

Select

Bensalem

Bristol

Doylestown

Fallsington

Feasterville

Langhorne

Levittown

Morrisville

New Hope

Northampton

Perkasie

Pipersville

Quakertown

Riegelsville

Southampton

Warminster

Wrightstown

Yardley

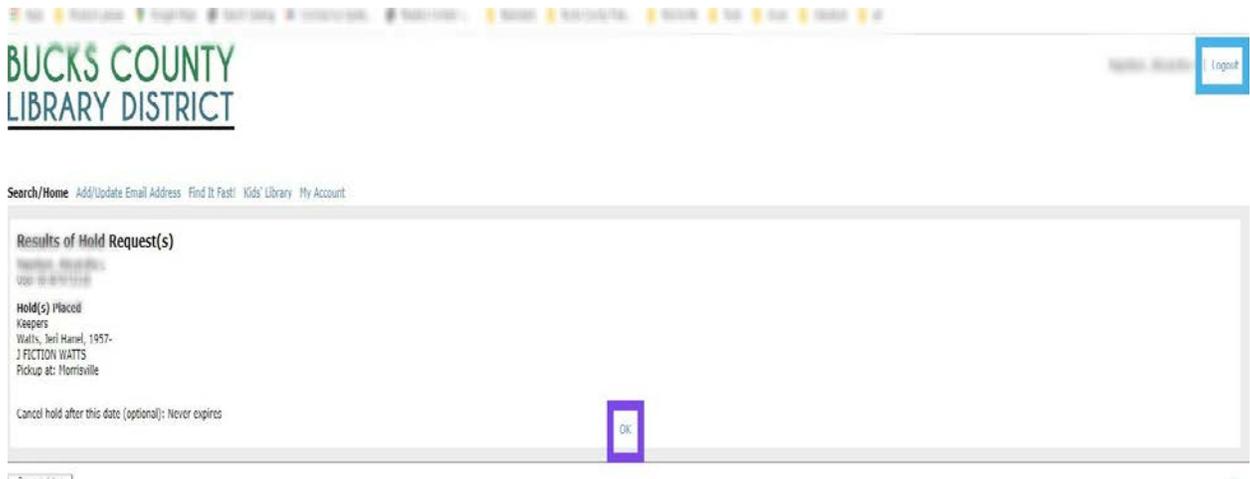


Do not make available for p
End date (optional):

[Go Back](#) [Help](#) [Logout](#)



7. Click "OK" to continue with your search or click "Logout" at the upper right corner of the screen.



Please make sure you log out of your account if you are using a public computer.

You will receive an email (check your junk folder, and the email is usually sent around 1AM) once your item is ready for pickup. It may take a few days, a week, or even longer, depending upon availability.

Any questions, please call us at 215.295.4850.

Images from Sirsi Corporation and Bucks County Free Library

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