

HOW TO PLACE MATERIALS ON HOLD

LOGIN TO YOUR LIBRARY ACCOUNT

Visit lacrosselibrary.org Click "My Account" at the top right of the page.

The screenshot shows the library's homepage. At the top right, there is a 'MY ACCOUNT' link. Below it, the 'My Library Account Login' form is visible, featuring fields for 'Barcode' and 'PIN'.

Enter your library card and PIN number. →

ITEM SEARCH

Enter the title and/or author into the Search box.

The screenshot shows the search results page. The search box contains the text 'John Grisham'. The 'Articles' tab is selected, and the 'Advanced Search' button is visible.

REFINE YOUR SEARCH

On the left, under Refine by: Collection, click more.
Click on "La Crosse Public-Main"

The screenshot shows the 'Refine by' sidebar. Under the 'Collection' section, the 'more >' link is highlighted.

The screenshot shows the 'Collection' list. The 'La Crosse Public-Main' option is highlighted in yellow.

REQUEST YOUR ITEM

Click "Request it" to select the item. Next, select "La Crosse Main - Open Curbside" then click Submit.

The screenshot shows the 'Request it' form. The 'Request it' button is highlighted. Below it, the 'Additional actions' section is visible. The 'Submit' button is highlighted.

When your hold becomes available, library staff will contact you to schedule your curbside pickup.