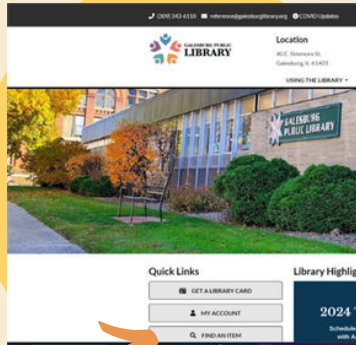


# How to place a hold to pick up at another library



1. Go to [www.galesburglibrary.org](http://www.galesburglibrary.org) and click 'Find an Item'

Visit our website and click on 'Find an Item.' This will take you to our online catalog.

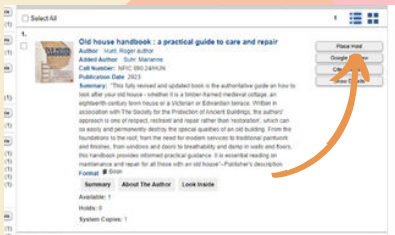
2. Log into your account

Log into your library account using your 10-digit library card number and your PIN. Your PIN is your 8-digit birthday in the form of MMDDYYYY.



3. Find the item you would like and click place hold

Do a search for an item you would like to borrow. Once you find it, click on 'Place Hold.'



4. Select pickup library location

Select a pickup library from the dropdown list, then click "Place Hold" to complete the process.

