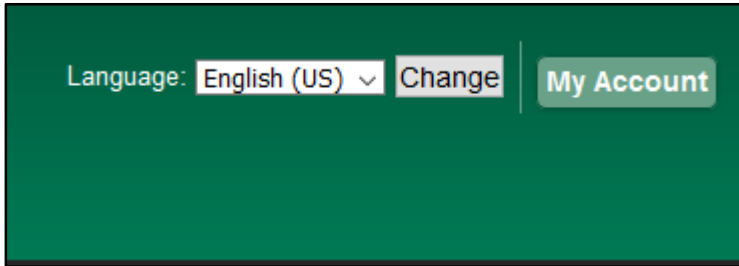
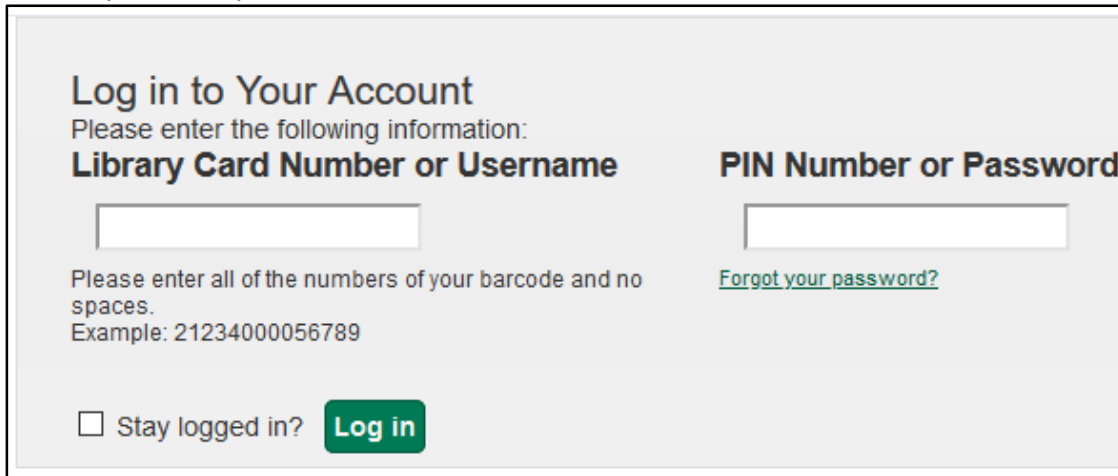


# How to place Holds in Our Catalog

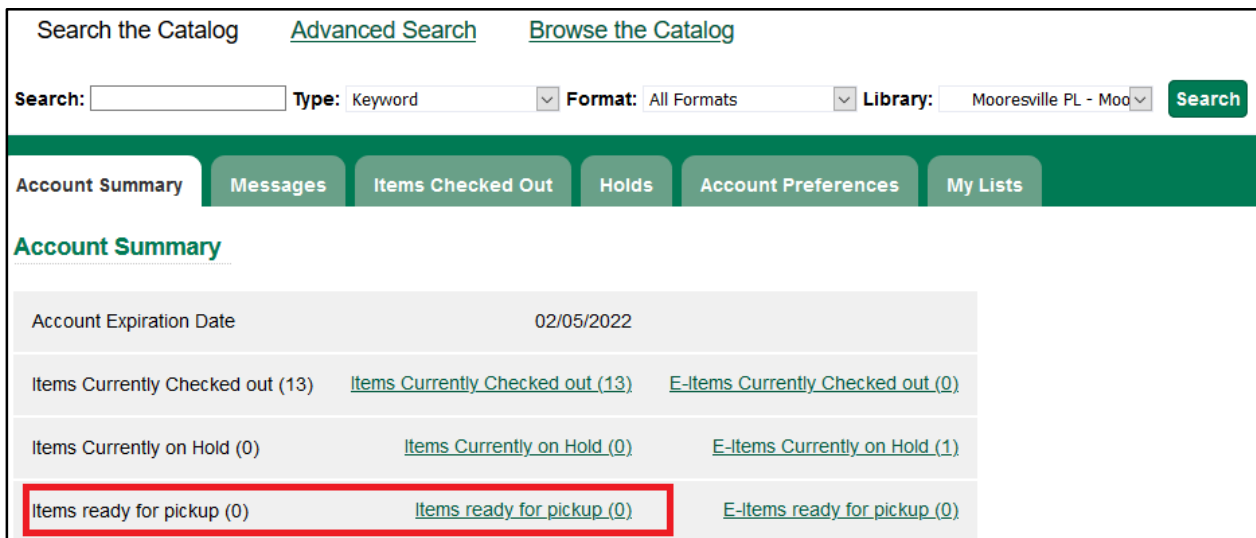
1. Go to <http://evergreen.lib.in.us/eg/opac/home>
2. In the upper right corner, click My Account:



3. Enter your Library Card Number or Username and PIN:

A light gray login form titled "Log in to Your Account". It asks for "Library Card Number or Username" and "PIN Number or Password". Below the first field is an example: "Please enter all of the numbers of your barcode and no spaces. Example: 21234000056789". There is a "Forgot your password?" link. At the bottom, there is a "Stay logged in?" checkbox and a green "Log in" button.

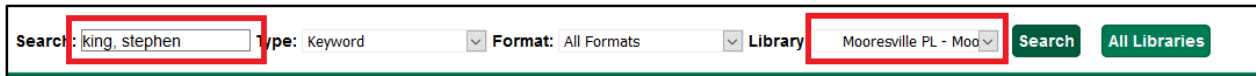
4. You will find some basic account information, including if you have any items ready for pickup:

A screenshot of the library's account summary page. At the top, there are search options: "Search the Catalog", "Advanced Search", and "Browse the Catalog". Below that is a search bar with "Search:" and a "Search" button. The search criteria are: Type: Keyword, Format: All Formats, Library: Mooresville PL - Moo. A green navigation bar contains tabs for "Account Summary", "Messages", "Items Checked Out", "Holds", "Account Preferences", and "My Lists". The "Account Summary" section shows a table of account information:

Account Expiration Date	02/05/2022	
Items Currently Checked out (13)	<a href="#">Items Currently Checked out (13)</a>	<a href="#">E-Items Currently Checked out (0)</a>
Items Currently on Hold (0)	<a href="#">Items Currently on Hold (0)</a>	<a href="#">E-Items Currently on Hold (1)</a>
Items ready for pickup (0)	<a href="#">Items ready for pickup (0)</a>	<a href="#">E-Items ready for pickup (0)</a>

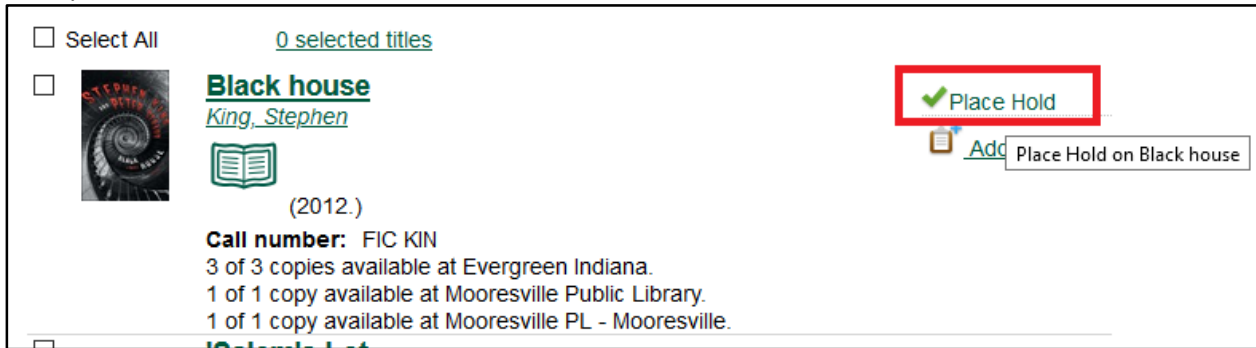
The "Items ready for pickup (0)" row is highlighted with a red border.

5. Find items by searching our catalog. Type a title or author in the **Search** box. Make sure that your Library is **Mooreville PL – Mooreville**. You can also use advanced search. Click Search:





Search:  Type:  Format:  Library:

6. To place a hold, click Place Hold:

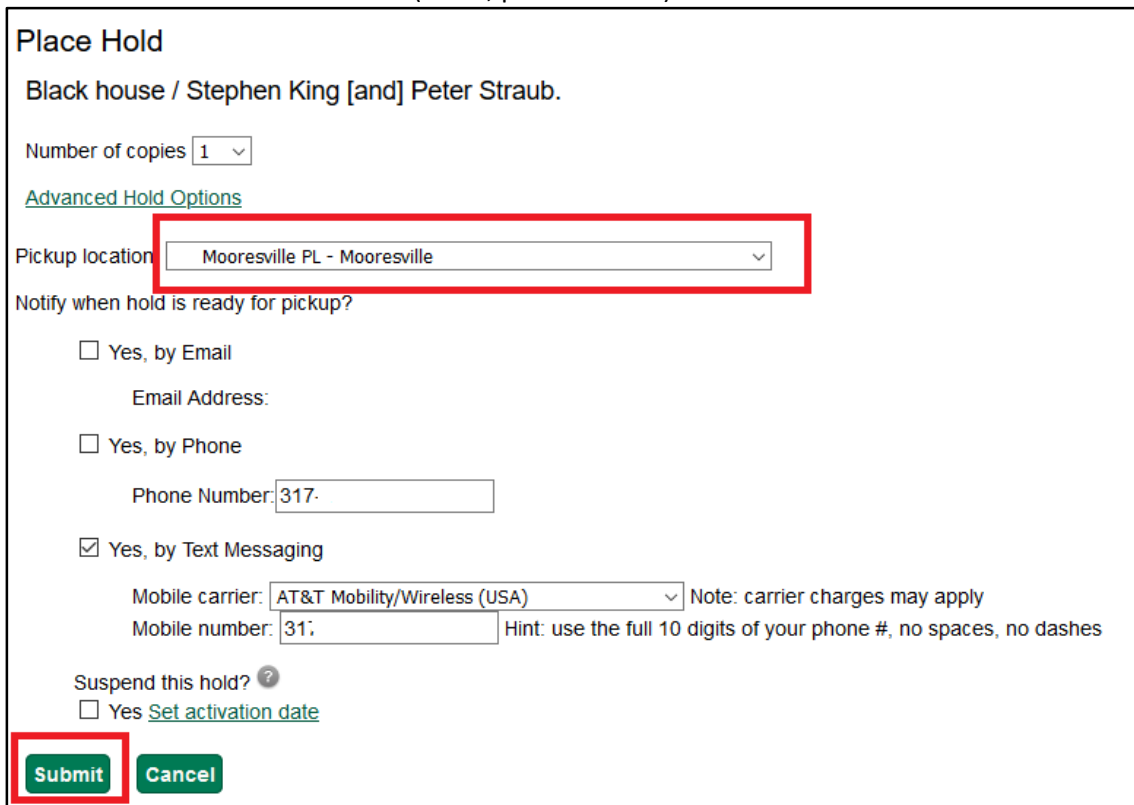


Select All [0 selected titles](#)

 **Black house**  
*King, Stephen*  
  
(2012.)  
**Call number:** FIC KIN  
3 of 3 copies available at Evergreen Indiana.  
1 of 1 copy available at Mooreville Public Library.  
1 of 1 copy available at Mooreville PL - Mooreville.

Place Hold on Black house

7. Make sure that your Pickup location is Mooreville PL – Mooreville. Also make sure that your notification information is correct (email, phone or text). Then click Submit:



**Place Hold**  
Black house / Stephen King [and] Peter Straub.

Number of copies:

[Advanced Hold Options](#)

Pickup location:

Notify when hold is ready for pickup?

Yes, by Email  
Email Address:

Yes, by Phone  
Phone Number:

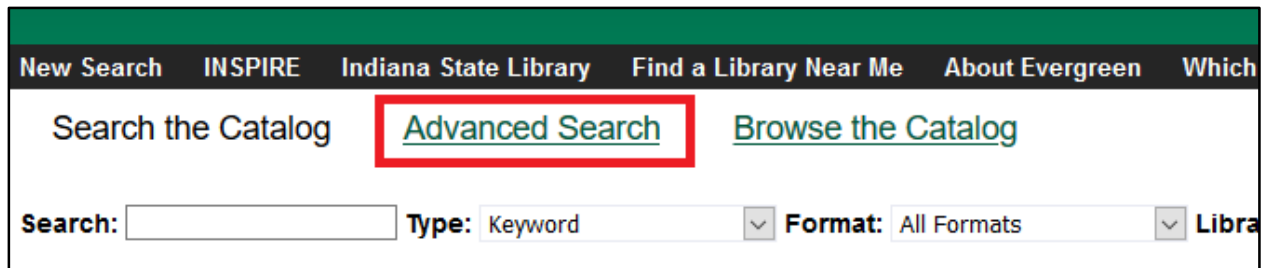
Yes, by Text Messaging  
Mobile carrier:  Note: carrier charges may apply  
Mobile number:  Hint: use the full 10 digits of your phone #, no spaces, no dashes

Suspend this hold?  Yes [Set activation date](#)

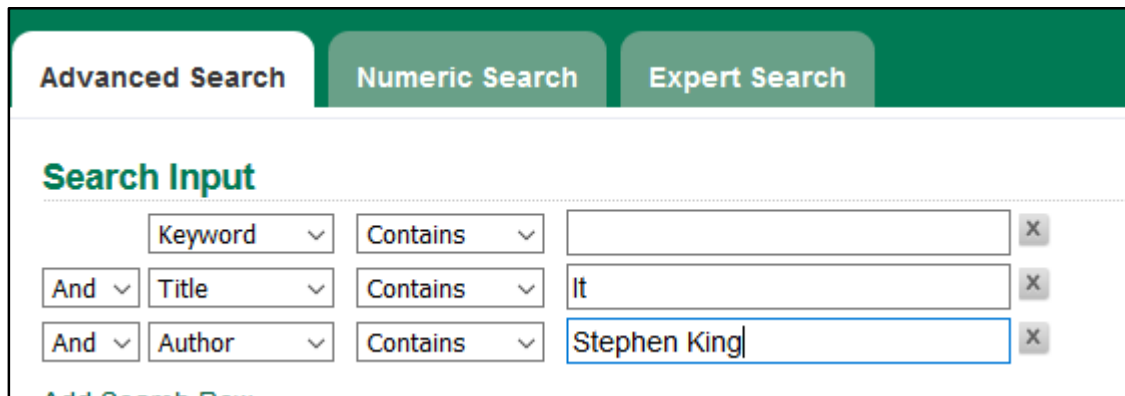
8. You will be notified when your hold is available. Once you have been notified, you may schedule at pickup time at <https://mooreville.librarycalendar.com/>

Here are some tricks to using the Advanced Search:

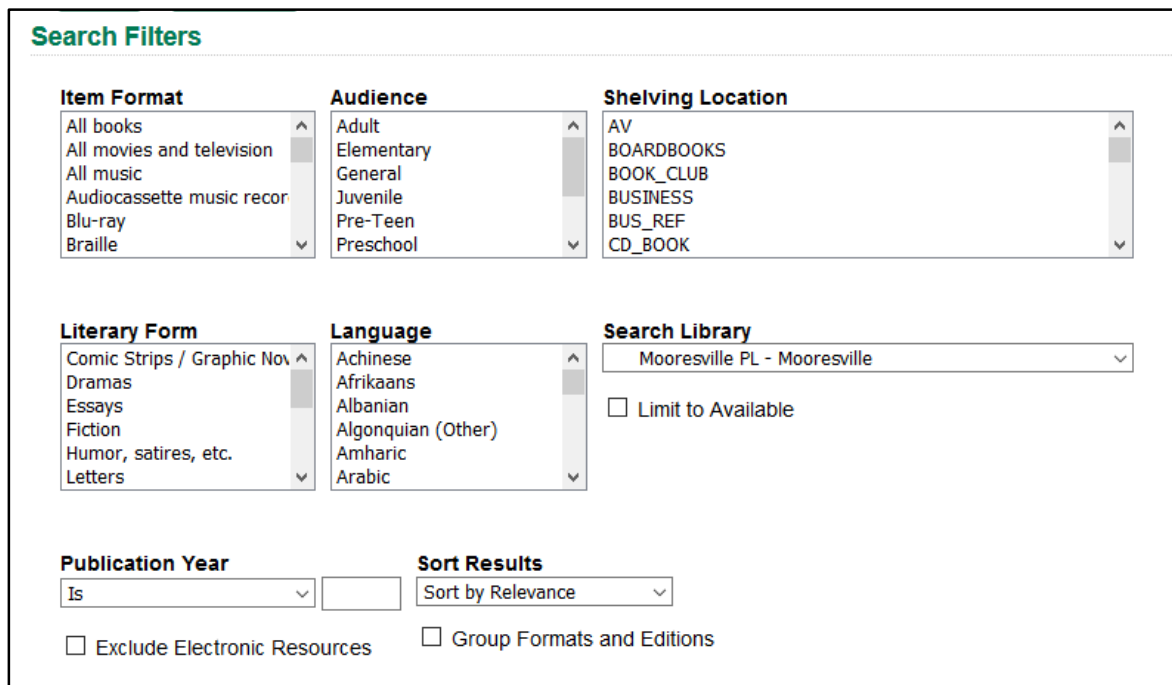
1. Click on Advanced Search:



There are three different Input lines, if you have a title/author combination:

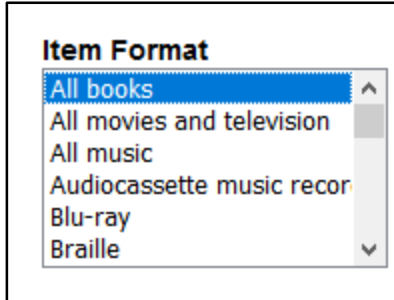


With the Search Filters, you can really narrow down the format or type of item that you are looking for:



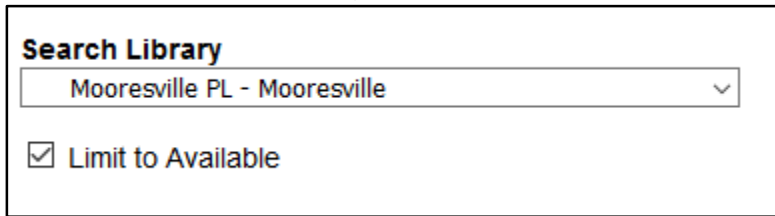
There are several different options for Item Format, including DVD, large print, CD Audiobook. All books will provide you with books in several formats, including Large Print.

Just click on the format that you want. If you want to select more than one, you can hold down the control key on your keyboard (ctrl)



The screenshot shows a dropdown menu titled "Item Format". The menu is open, displaying a list of options: "All books", "All movies and television", "All music", "Audiocassette music recor", "Blu-ray", and "Braille". The "All books" option is currently selected and highlighted in blue.

Remember that if you only want items at MPL, select Mooresville PL – Mooresville as your Search Library. You can also check the Limit to Available Box to show items that are available right now (not checked out to someone else):



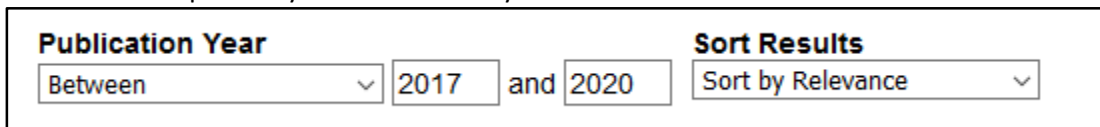
The screenshot shows a search interface. At the top, there is a dropdown menu labeled "Search Library" with "Mooresville PL - Mooresville" selected. Below this, there is a checkbox labeled "Limit to Available" which is checked.

Another helpful search filter is Publication Year. You have the ability to search for a specific year with “Is, or a “Before” or “After” a year. You can also search for a range of years with “Between”.



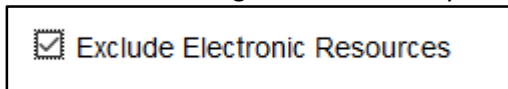
The screenshot shows two filter sections. The "Publication Year" section has a dropdown menu set to "After" and a text input field containing "2019". The "Sort Results" section has a dropdown menu set to "Sort by Relevance".

“Between” will provide you two fields for years:



The screenshot shows the "Publication Year" filter set to "Between". It includes two text input fields: the first contains "2017" and the second contains "2020", with the word "and" between them. The "Sort Results" dropdown is also visible, set to "Sort by Relevance".

Another helpful field is the “Exclude Electronic Resources” checkbox. If you check this, it will prevent any eResources showing in the results. If you only want physical items, you should check this box:



The screenshot shows a checkbox labeled "Exclude Electronic Resources" which is checked.

As an example, to search for Stephen King books published after 2018 available at MPL, I have these search parameters:

### Search Input

Keyword Contains [ ] X

And Title Contains [ ] X

And Author Contains Stephen King X

[Add Search Row](#)

**Search** **Clear Form**

### Search Filters

<b>Item Format</b> All books All movies and television All music Audiocassette music recor Blu-ray Braille	<b>Audience</b> Adult Elementary General Juvenile Pre-Teen Preschool	<b>Shelving Location</b> AV BOARDBOOKS BOOK_CLUB BUSINESS BUS_REF CD_BOOK
<b>Literary Form</b> Comic Strips / Graphic Nov Dramas Essays Fiction Humor, satires, etc. Letters	<b>Language</b> Achinese Afrikaans Albanian Algonquian (Other) Amharic Arabic	<b>Search Library</b> Mooresville PL - Mooresville <input checked="" type="checkbox"/> Limit to Available
<b>Publication Year</b> After 2018	<b>Sort Results</b> Sort by Relevance	

Exclude Electronic Resources  Group Formats and Editions

I get 7 results:

### Search Results

Results 1 - 7 of 7 (page 1 of 1)

**Personal Author**

[King, Stephen 1947-](#) (4)

[Hill, Joe](#) (1)

[King, Stephen \(EDT\)/ Vincent, Bev \(EDT\)](#) (1)

[Millard, Glenda](#) (1)

**Topic Subject** [More](#)

[FICTION / Suspense](#) (4)

[Castle Rock \(Me. : Imaginary place\)](#) (2)

[Community life](#) (2)

[Evidence, Criminal](#) (2)

[FICTION / Horror](#) (2)

**Genre**

[Horror fiction](#) (3)

[Suspense fiction](#) (3)

[Large type books](#) (2)



[Short stories](#) (1)



[Thrillers \(Fiction\)](#) (1)



**Series Title**



[Thorndike Press large print core series](#) (1)

Select All [0 selected titles](#)

 **The outsider : a novel**  
[King, Stephen 1947-](#)  
  
 (2018.)  
**Call number:** FIC KIN  
 103 of 143 copies available at Evergreen Indiana.  
 1 of 1 copy available at Mooresville Public Library.  
 1 of 1 copy available at Mooresville PL - Mooresville.

 **The outsider**  
[King, Stephen 1947-](#)  
  
 LP (2018.)  
**Series:** [Thorndike Press large print core series](#)  
**Call number:** LP FIC KIN  
 20 of 30 copies available at Evergreen Indiana.  
 1 of 1 copy available at Mooresville Public Library.  
 1 of 1 copy available at Mooresville PL - Mooresville.

 **Elevation**  
[King, Stephen 1947-](#)  
  
 (2018.)  
**Call number:** FIC KIN  
 141 of 155 copies available at Evergreen Indiana.  
 1 of 1 copy available at Mooresville Public Library.  
 1 of 1 copy available at Mooresville PL - Mooresville.

 **Elevation**  
[King, Stephen 1947-](#)  
  
 LP (2018.)  
**Call number:** LP FIC KIN  
 85 of 100 copies available at Evergreen Indiana.

Here is some more help on using the Evergreen Library System:  
<https://evergreen.lib.in.us/opachelp.html>

Also, we would be happy to assist you. Please visit our website (<https://moorevillelib.org/>) and click Got Questions?