How to place Holds in Our Catalog

1. Go to [http://evergreen.lib.in.us/eg/opac/home](http://evergreen.lib.in.us/eg/opac/home)

2. In the upper right corner, click My Account:

![My Account](image1)

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

![Login](image2)

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

![Account Summary](image3)
5. Find items by searching our catalog. Type a title or author in the **Search** box. Make sure that your Library is **Mooresville PL – Mooresville**. You can also use advanced search. Click **Search**:

6. To place a hold, click **Place Hold**:

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

8. You will be notified when your hold is available. Once you have been notified, you may schedule at pickup time at [https://mooresville.librarycalendar.com/](https://mooresville.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).

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):

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”.

“Between” will provide you two fields for years:

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:

As an example, to search for Stephen King books published after 2018 available at MPL, I have these search parameters:
I get 7 results:
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://mooresvillelib.org/) and click Got Questions?