

Placing Holds in the Media & Professional Library

1. From the [Media & Professional Library website](#) click on the link for the Media Library catalogue.
2. On the search bar, select 'Media Library DVD, Kits, VHS)' on the first dropdown box to narrow your search to items in the Media Library, then type in your topic in the search box. The results of your search return items in the board's Media Library.
3. If you wish to borrow the item, click on 'Place Hold' to the right of the item of interest.
4. Enter your employee number in the 'User ID' field and your computer account password in the 'PIN,' then click on 'Log In.'
5. On the following screen, click on 'Place Hold(s)' to finish. You will receive confirmation that your hold has been placed. Click 'OK' to finish.

