



Place a Hold with the Library's Online Catalogue

A step by step guide to place holds on your library account using the online catalogue

1. Log into your account

Visit www.mywpl.ca and click the "Search the Catalogue" button in the top right corner of the screen.

Search the Catalogue

Click the Login button at the top of the new screen

Log In | My Account | My Lists |

2. Enter your account info

Enter your library card number without spaces, and your PIN

3. Search for an Item

Use the Search bar at the top of the screen to search for an item. Use the drop down menus to search by title, author or keyword. Use the Advance search function to limit your search.

Quick Links

On Order Items

All On Order

Books On Order

Use the Quick Links down the left hand side of the screen to browse different collections

4. Place a Hold

Place Hold

When you find an item you'd like, click the "Place Hold" button on the right hand side of the screen. Click "Place Hold(s)" in the pop up window to verify your hold.

5. Success!

A new popup window will indicate that your hold has successfully been placed. Library staff will contact you when your hold is available and schedule you for your 10 minute pickup window.

6. Pick up your hold- curb side

When it is time for your scheduled pick up time please:

- Arrive on Time
- Park in the lot across from the library on Hunter St.
- Call the library @ 519-539-4801 ex 3004
- Give the staff person your name and library card number
- Watch and wait for the library staff to bring your holds in a bag to a table outside of the front doors of the library
- Once the staff member has re-entered the library you may approach the table and pick up your holds
- Your items are already checked out to your account!

• **Questions?** Call the Library Mon-Fri, 10am- 8:30pm, 519-539-4801