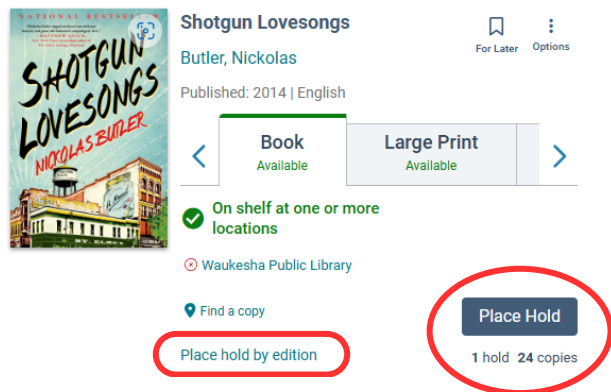


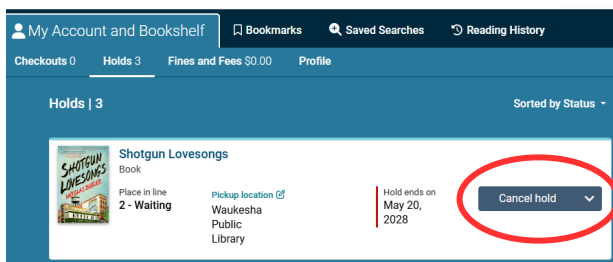
Placing a Hold

When you identify an item that you'd like to place on hold, make sure the correct format tab is selected and click on the **Place Hold** button. You'll receive the first item available in your preferred format from any library. You'll also be asked to confirm your pickup location.



If you'd like to place a hold on a particular edition (such as paperback or hardcover) click on **Place hold by edition**. When you see the edition you'd like, click on **Place Hold** next to that edition.

To cancel or freeze a hold, go to your **Bookshelf** and view your holds. The option to cancel or freeze a hold will show to the right of each title. You cannot freeze holds once they are available for pickup.



Have More Questions?



Select the **Help** icon in the top right corner of the catalog or contact Waukesha Public Library.



321 Wisconsin Avenue
Waukesha, WI 53186
262-524-3682
WaukeshaPublicLibrary.org

How to Use The Catalog

Where to Start

Go to WaukeshaPublicLibrary.org

Click on the **Catalog** Tab

[My Account/Catalog](#)

Viewing Your Account

Click on **Log in** in the top right corner.



Log in with your barcode number and your passcode.

Note: Include all letters and numbers in your barcode. Your default passcode is your birthday in this format: **MMDDYYYY**. If you've changed your passcode and don't remember it, please contact the library or click on **I forgot my passcode** to reset it.

[Log In →](#)

[I forgot my passcode](#)

Viewing Your Account

Your account information and Bookshelf will show at the **BOTTOM** of the screen. Use the arrow on the right side to open and close it. You can also click on any heading along the bottom to open your Bookshelf.

My Account and Bookshelf

See your checkouts, holds, fees, and your account profile.

Bookmarks

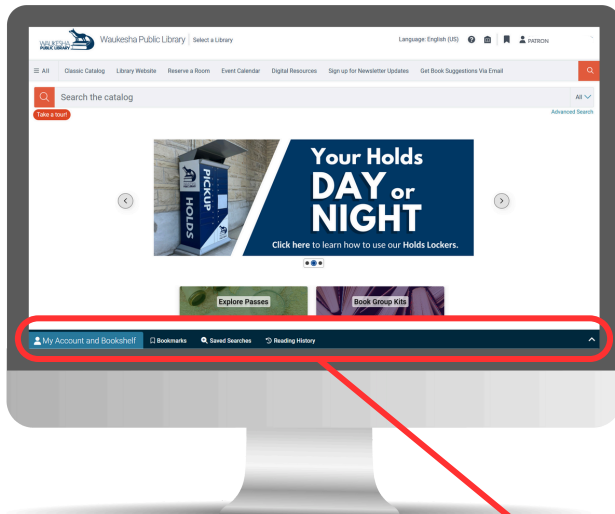
View your bookmarked items and organize them into lists to save and share.

Saved Searches

Saved searches are stored here for future use.

Reading History

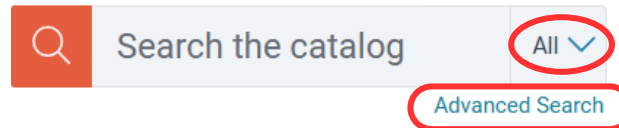
See items you've checked out and returned, but only if you've selected **Keep Reading History** in your profile.



Searching the Catalog

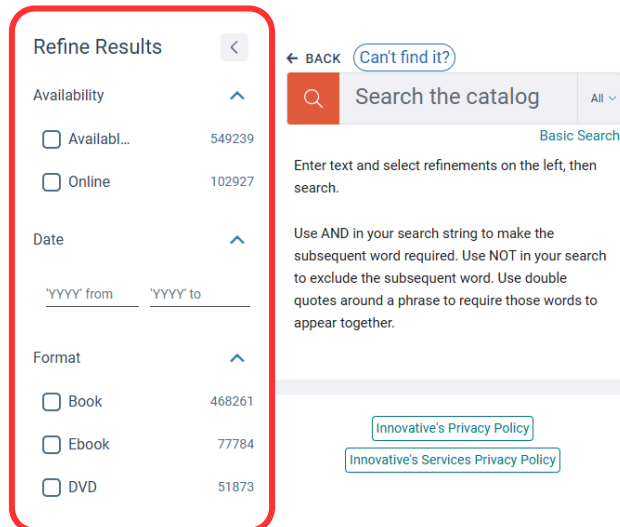
Click the gray box at the top of the screen labeled **Search the catalog**.

Type in the title you want to find and hit enter—or click on the orange magnifying glass.



The catalog will default to a keyword search. To search by author, subject, series, or title, click on the arrow next to the word **All** to select a different option.

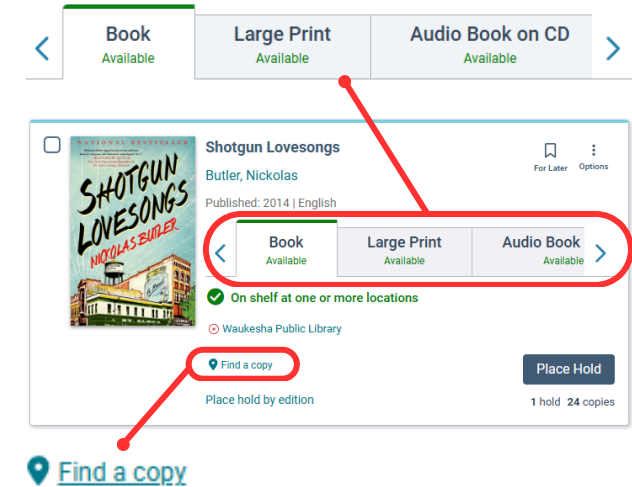
To narrow your search, click on **Advanced Search**. This will allow you to specify availability, date, format, language, and more along the left side of the page.



Viewing the Results

Each result will display all the formats available in tabs across the top (Book, Large Print, Audio Book, Ebook, etc.). The tabs also indicate whether or not there are copies available for checkout in the Bridges Library System.

Formats



Click on your preferred format to see if it's available at your home library. If it's not, click on **Find a copy** to see the holdings at all the libraries. Click on a library's name to see the Call # and shelf location.

Note: If you want to save your search for easier running in the future, click on **Save Search** above your results list. The search will be saved in your **Bookshelf** under **Saved Searches**. You can also set the display format to list or grid and sort your results.

