

## Library Hours

### Adult, AV and Reference Department

<b>Monday</b>	9:30 a.m. – 9 p.m.
<b>Tuesday</b>	9:30 a.m. – 9 p.m.
<b>Wednesday</b>	9:30 a.m. – 9 p.m.
<b>Thursday</b>	9:30 a.m. – 9 p.m.
<b>Friday</b>	9:30 a.m. – 6 p.m.
<b>Saturday</b>	9:30 a.m. – 4 p.m.
<b>Sunday</b>	Closed

### Children's Department

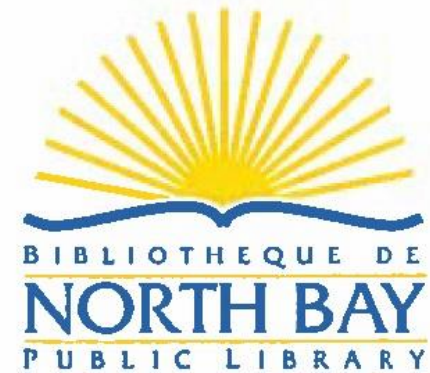
<b>Monday</b>	9:30 a.m. – 8 p.m.
<b>Tuesday</b>	9:30 a.m. – 8 p.m.
<b>Wednesday</b>	12:15 p.m. – 8 p.m.
<b>Thursday</b>	9:30 a.m. – 8 p.m.
<b>Friday</b>	9:30 a.m. – 6 p.m.
<b>Saturday</b>	9:30 a.m. – 4 p.m.
<b>Sunday</b>	Closed



BIBLIOTHÈQUE PUBLIQUE  
**North Bay**  
PUBLIC LIBRARY

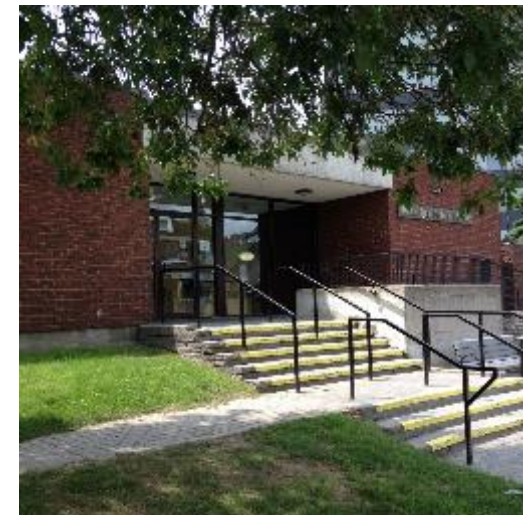
271 Worthington St. East  
North Bay, ON P1B 1H1  
Tel. 705-474-4830  
Fax 705-495-4010  
[library@cityofnorthbay.ca](mailto:library@cityofnorthbay.ca)

Website: [Library.cityofnorthbay.ca](http://Library.cityofnorthbay.ca)



Enriching Lives, Building  
Communities, Inspiring Ideas

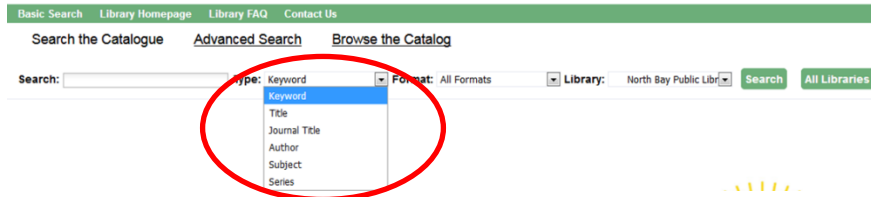
## Placing a Hold in the Library Catalogue



# Placing a Hold in the Library Catalogue

## To place a hold

1. Log in to your library account using your **Library Card Number** and **PIN Number**.
2. Do a search for the item. Use the **Type** drop-down menu to limit your search to a particular field.



3. On the **Search Results** page, make sure you are selecting the correct record for the format that you want. Two things to look for are the **Call number** and the **format icon**.

**Search Results** Results 1 - 4 of about 4 (page 1 of 1)

Personal Author	1.	<b>The best of me</b>
Sparks, Nicholas. (3)		DVD (2015) <b>Call number:</b> DVD BES (Movie shelves) 1 of 1 copy available at Blue Sky. 1 of 1 copy available at North Bay. 1 of 1 copy available at North Bay Public Library. <a href="#">Place Hold</a> <a href="#">Add to my list</a>
Topic Subject <a href="#">More</a>		
Man-woman relationships (3)		
First loves (2)		
Middle-aged persons (2)		
Audiobooks (1)		
Feature films (1)		
Genre		
Love stories. (2)		
Audiobooks. (1)		
Geographic Subject		
North Carolina (1)		
	2.	<b>The best of me</b>
		E-audio (2011); p2011. <b>Call number:</b> TBP 263 Spa (Fiction) 1 of 1 copy available at Blue Sky. 1 of 1 copy available at North Bay. 1 of 1 copy available at North Bay Public Library. <a href="#">Place Hold</a> <a href="#">Add to my list</a>
	3.	<b>The best of me</b>
		CD Audiobook (2011) <b>Call number:</b> TBCD Spark 0 of 1 copy available at Blue Sky. 0 of 1 copy available at North Bay. 0 of 1 copy available at North Bay Public Library. <a href="#">Place Hold</a> <a href="#">Add to my list</a>
	4.	<b>The best of me</b>
		Book (2011) <b>Call number:</b> FIC LP Spark 2 of 3 copies available at Blue Sky. 2 of 3 copies available at North Bay. 2 of 3 copies available at North Bay Public Library. <a href="#">Place Hold</a> <a href="#">Add to my list</a>

**Search Results** Results 1 - 4 of about 4 (page 1 of 1)

4. Once you find the item you want, click the [Place Hold](#) link. You will also find this link on the record details display page for the item.
5. From the **Place Hold** page, make sure the **Pickup location** is set to **North Bay Public Library** and select the method of notification (**Email** or **Phone**) by putting a check in the box beside the preferred option.
6. Click the [Submit](#) button to place the hold. A message displays to let you know if the hold was successfully placed.

To view and manage your holds, click the [My Account](#) button. From the **My Account** page, select the **Holds** tab. Click the **Actions for selected holds** drop-down menu to **Suspend**, **Activate**, or **Cancel** a hold.

Account Summary Messages Items Checked Out **Holds** Account Preferences My Lists

Items on Hold Holds History

**Current Items on Hold**

Actions for selected holds: [Go](#) [Show all holds](#) [Show only available holds](#)

Title	Author	Format	Pickup Location	Activate	Cancel if not filled by	Active	Status	Notes
<input type="checkbox"/> Seven fallen feathers : racism, death, and hard truths in a northern city	Talaga, Tanya.		North Bay Public Library		01/06/2020	<input checked="" type="checkbox"/>	Active	Waiting for copy 4 hold on 1 copy

Visit our website through your computer, smart phone or tablet at [library.cityofnorthbay.ca](http://library.cityofnorthbay.ca) to log in to your account to place a hold on items.

