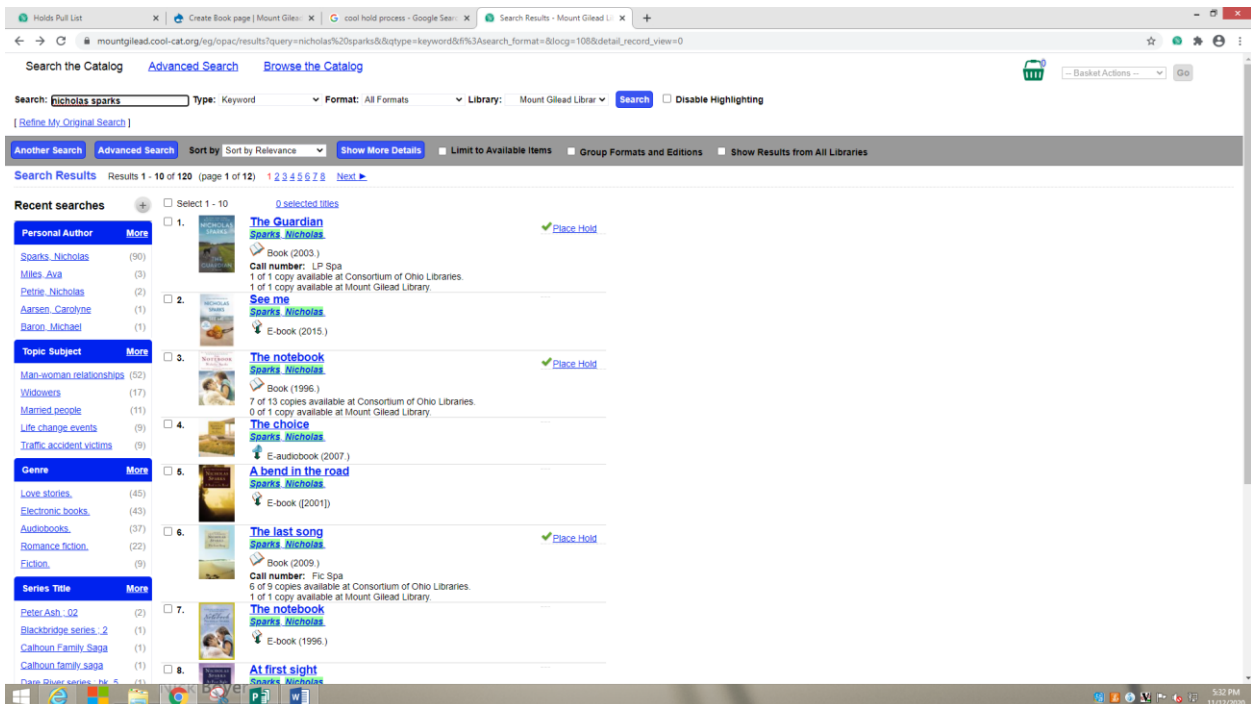
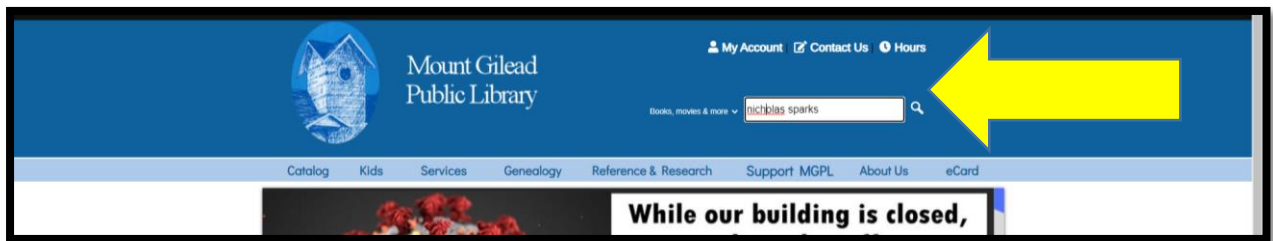



HOW TO PLACE A HOLD

STEP ONE:

In the search bar on the Mount Gilead Public Library website (www.mglibrary.org), enter your favorite author, book, audiobook, movie, artist or CD.

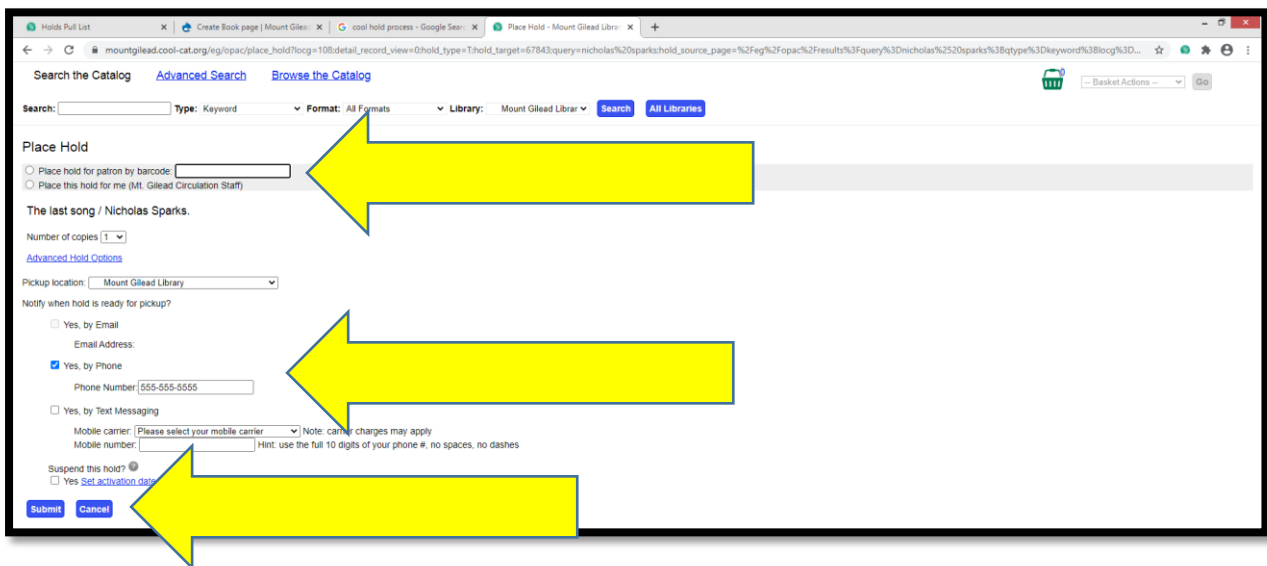


Pay special attention to the format and library (always choose the Mount Gilead Library if a copy is available here).

Once you find what you'd like, click on  [PLACE HOLD](#) on the right side of the screen.



Enter your 14-digit library card number and verify your phone number is correct — then click SUBMIT.



REPEAT THIS PROCESS TO PLACE MORE THAN ONE ITEM ON HOLD

STEP TWO:

Once your hold is received, our friendly staff will gather your holds and call you to let you know they're ready for pick-up. (*NOTE: If you only provided information for text and/or e-mail, our staff will not call you.)

STEP THREE:

Pull up to one of the parking spaces near the lower level door of the library. Give us a call at (419)947-5866 to let us know you're here and we'll bring your items out to you.

Don't have a cell phone? Just call us before you leave and we'll keep an eye out for you to pull up.

OR....

Download the COOL App onto your smart phone or tablet and search and place holds there.