

Online Holds

Online, anytime!

Place holds and renew materials from the convenience of your home or office.



Online holds

Use the online holds feature to quickly locate a book, CD, DVD or other item. The online catalog will indicate if and where the materials are available. You may place a hold on an item, and as part of our free service, you'll receive a mailed or e-mailed notice when the item is ready for pickup at the library of your choice.

Placing holds online

You may place your own holds and renew your library materials from Internet terminals in the libraries, or from your own computer with Internet access.

- Go to www.jeffcolibrary.org
- Click **Find Library Books & More**
- Search for the item you want by any of the available methods.
- If there are several entries, click the desired entry to make a specific selection or to get more information. (Different formats such as large print or books on tape are listed separately.)
- At a list of titles, click **Request** under the desired title.
- On a specific entry, click **Request** at the top or bottom of the page.
- Type your name and library card number in the boxes.
- Click the drop down arrow and select the library where you want to pick up the item.
- Click **Submit**.

Once you have entered your name and library card number, the computer will remember your information until you log out of your library session.

Placing holds at other libraries

If the item you want is not available from Jefferson County Public Library, you may want to order it from another area library.

Follow the previous steps until you have the full record of the item or learn that it is not available in the JCPL catalog.

- On the right side of the page, click **Search Prospector+**. (Prospector+ includes public, college and research libraries in Colorado. This will send your search into these linked catalogs. The screen will indicate if any libraries have the item you want.)

- Click the specific item you want to access the full record.
- Click **Request this item**.
- The screen will ask "With which institution are you affiliated?"
- Click the drop down arrow and select **Jeffco Public** and click **Submit above information**.
- Fill in your name, library card number and the library where you wish the item delivered.
- Click **Submit**.
- The screen will confirm that the item has been requested and from which library.

If you are unable to find the item you are searching for by either of these methods, you can request an Interlibrary Loan (ILL). An online request form is available through the Interlibrary Loan Request link on the left side of the **Find Library Books & More** page. This will take you to an ILL information page and the links to the ILL online forms.

Renewing items online

- Go to www.jeffcolibrary.org.
- Click **My Library Account**.
- Type your name and library card number in the boxes. Click **Submit**.
- Click **Checked out items**.
- Click **Renew all OR**,
- Click in the box to the left of each item you wish to renew and click **Renew selected**.
- Click **Yes** to complete your selection.
- If items cannot be renewed, the reason will appear in red to the right of the due date. (The item will not renew if you have exceeded permitted renewals or if the item has a waiting list.)

Things you need to know

Your request will appear in your checkout record within 24 hours. A notice will be sent to you when your item is ready for pickup at the library you selected. A note will also appear in your **My Library Account** information.

These online features may not work with some Internet providers.