Placing A Hold on your Library Account

KOHA is your Meaford Public Library catalogue; where you can find information about the physical books, movies, audiobooks, children's book and more, that are available to you in the library collection.

How to Access the Catalogue

KOHA can be accessed on your computer through the Meaford Public Library's website at www.meafordlibrary.on.ca

Two options to begin browsing the catalogue

1. On the library's main page, there is a search bar in the middle of the screen where you can enter in what you are searching for and press **Enter** on the keyboard. Doing this will open a new window with the results page of the library catalogue.

OR

2. Select the **Browse** tab at the top, then scroll down and select **catalogue shown in blue type** which will open a new window with the main page of the library catalogue.

Log in to Your Account

1. **Log in to your account** on the right of our screen.
2. Under **Login**, enter your library card number, which is the 14-digit number (no spaces) on the back of your library card.
3. Under **Password**, enter in the last 4 digits of your phone number
4. Next, click **Log in**.

How to Search for a Title or an Author

1. In the search bar at the top of the screen, you can enter in the title and/or the author that you are looking for.
2. Then click on the green **Go** button to complete your search.
3. The search results page will appear with a list of results from your entered search.

How to Place a Hold on an Item:

Placing a hold on library material notifies the library that you are requesting an item. The staff will pull it from the shelf and hold it for you for 7 days so you are able to come and pick it up.

1. Click on the book on the search results page that you are interested in. On the right hand column, click on **Place Hold.** This button is below the **Browse results** information.
2. A new page will appear asking you to **Confirm the Hold**. Click on Confirm hold button to confirm you want this item placed on hold for you. It will then take you to the **Holds page** of your account, showing the new item in your holds list.