

ENTER YOUR OWN HOLDS ON THE INTERNET OR THE LIBRARY CATALOGS

You can now enter your own holds on items in the Delaware County Library System catalog!

- To place a request and be able to view your account information, go to <http://charlotte.delco.lib.pa.us> on the internet or go to one of the five public catalogs available in the library and click on **My Millennium**.
- Use your name and barcode as they appear on your library card to access your account and click on **New Search** to search for the item you want.
- Click on **Request** which appears in the column to the right if you are viewing a list or as a button near the top of the screen if you are viewing an individual record.
- Select the library where you would like to pick the item up from the pull-down menu and click on **Submit**.

Click on **LOGOUT** to exit your account and insure your privacy.

- If you've already found the item you want and you aren't logged in, just click on **Request** and you will be prompted to enter your library card information and choose the library where you will pick the item up on the same screen before submitting your request.
- When the item is available to be picked up, you will be notified by the library you've chosen as the pick-up location.

Please be aware that overdue materials and fines on your account may prevent you from using this feature and that not all items at all Delaware County libraries may be placed on hold.