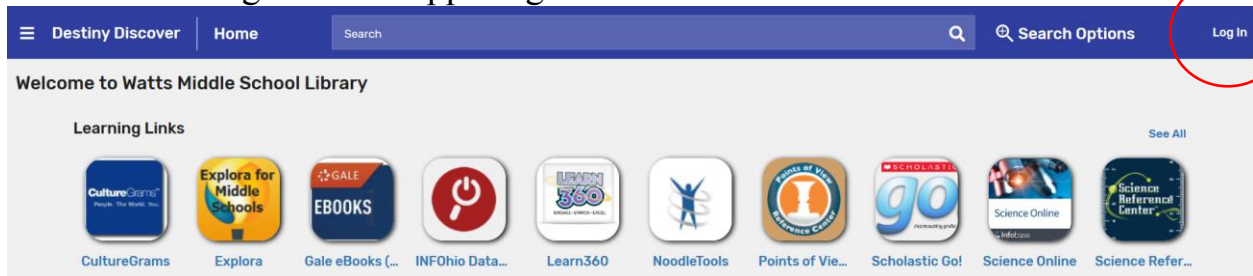


# Placing Library Books on Hold

Your login is your student id number for both the username and password.

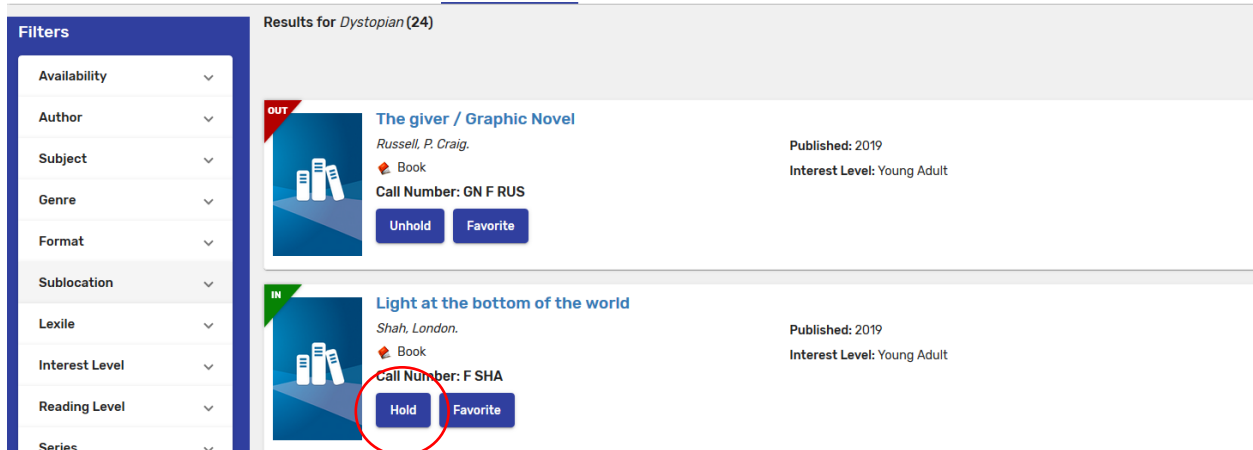
1. Go to: <https://lib.centerville.k12.oh.us/>.
2. Click on your school name.
3. Go to “login” in the upper right:



4. Search for a book by typing a title, an author, a subject / topic, or genre into the search bar at the top. You can also scroll down and look through the various ribbons or click on a topic from the topics ribbon to find books on that topic.
5. Look for books that have a green tag that says “in” in the left corner. These are the books that are currently available for checkout.



6. Click the hold button next to the title you wish to put on hold:



Email Mrs. Sanderman with any questions at [christie.sanderman@centerville.k12.oh.us](mailto:christie.sanderman@centerville.k12.oh.us).