

PLACING A HOLD

~ LMS LIBRARY ~

STEP 1

Go to www.lwsd.wednet.edu/LMS

Click on the **Departments** tab and scroll to **Library Media Center**. Then click **LMS Library Catalog**.
Click on the **Alexandria** image to access the LMS Library catalog.

Home Our School **Departments** Parent/Student Athletics & Activities Calendar

Lakewood Middle School > Departments > Library Media Center > LMS Library Catalog

LIBRARY MEDIA CENTER

- Welcome!
- LMS Library Catalog
- At-Home Activities & Books
- Research Resources
- MLA Format & Citations
- How-To Resources

Click on the Alexandria image below to access our online LMS Library catalog.

Alexandria
Researcher

Your username is your Student ID Number and your password is your last name.

Example:
Username: 812345
Password: Weeks

Please email your librarian, Mrs. Weeks, with questions:
lweeks@lwsd.wednet.edu

[Instructions on how to place a book on hold can be found by clicking > HERE <](#)

STEP 2

Click on the **Log In** button on the top left of your screen.
Enter your credentials...

Username: your student ID number

Password: your last name

Log In Lakewood Middle School

Alexandria
Alexandria

Username * Password *

Can't access your account?

Cancel Log In

Bulletins Status Slideshow Self Service

STEP 3

Look for a book. **Search** and **Scout** are good for specific book searches.

Explore and **Browse** are good for more general searches.

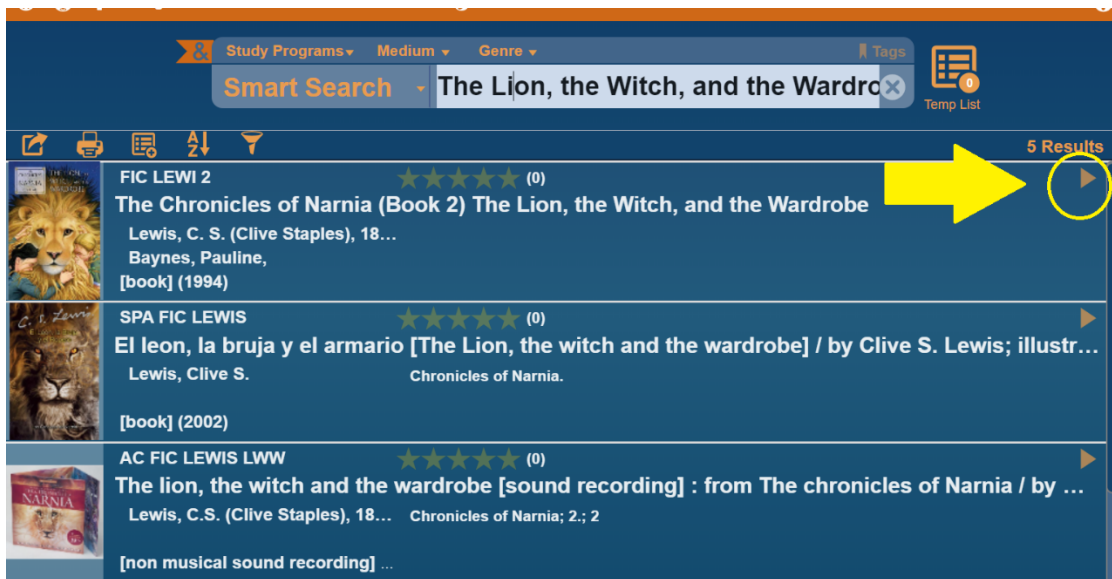
(To see which books you checked out in the past, or what books you currently have checked out, click on the **Status** button.)



STEP 4

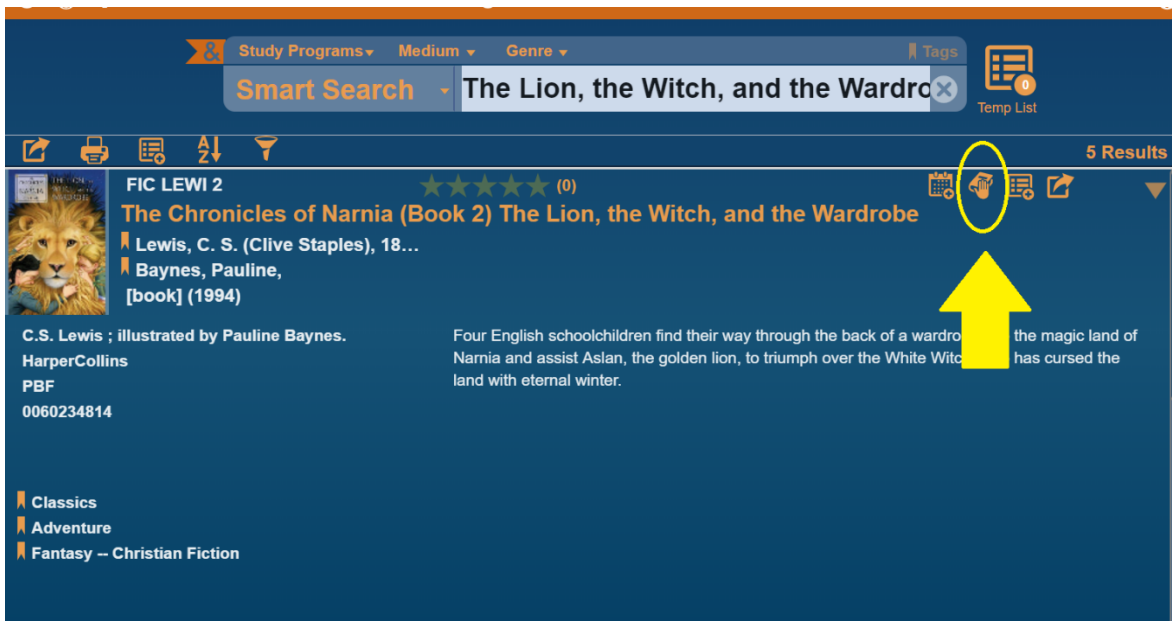
Once you've found your book, click the little triangle shape on the right side of the record.

This shows a drop-down with more details about it.



STEP 5

Click on the icon that looks like a hand resting on a book. This is how you will place your hold.



STEP 6

Simply click **Place Hold**. Your book is now on hold!
The librarian will put it on the 'holds' cart in the library when it becomes available, so be sure to check there often.

