Placing a Hold

Is there an item you want?

Looking for that perfect book? Want to watch your favorite movie? Why not reserve it by placing the item on hold?

You may place a hold on an item if an item is checked out or on the shelf. If the item is checked out, when the item is returned, it will be held for you. You will receive notification that the item is available for check out. If others placed a hold on the item before you did, you will be in a queue. If you have an item checked out, and another patron places a hold on it, you will not be able to renew the item.

If the item is available for checkout when you place the hold, a staff member will locate the item and place it on the hold shelf under your name.

It’s just 7 easy steps to reserve your favorite item!
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1. **Head to Encore!**
   - Use your favorite Web Browser (Chrome, Firefox, Safari, Edge), head to https://encore.alisweb.org

2. **Access your Account!**
   - You’ll need to tell us who you are to request your item. Click the **My Account** button to sign in
**Enter your Barcode!**

Type in the barcode number found on your Library card, and type in your PIN.

If you don’t know your barcode or PIN, or have never set a PIN, contact your Library for assistance.

**Sign in!**

When you’re ready, click **Login**.

**Search for your Item!**

Once you Log in, you’ll be returned to the Search Page. Just type in the name of the item you’re looking for and click.

**Quick Tip**

Not sure how to contact your local Library? Look them up at https://www.nassaulibrary.org/members/
You’ll see a list of items that match your search. When you see the one you want, click Request it!

If the item is available at multiple libraries you can select which one you’d like to get the item from.
Once the item is available, you’ll get a notification. Then, just head to the Library, pick up your item and enjoy!

That’s it! You’re all set, and you’ll be enjoying your item before you know it!

Thanks for using your local library!