How to Place A Hold
1. Navigate To Our OPAC

• You can reach our OPAC here at this link: https://sapl.tlcdelivers.com/#section=home or

• You can access it on this page: https://www.santa-ana.org/library

• Scroll down and click on “Catalog”
Reference and circulation phone services will begin on Tuesday, May 26, 2020.

Main Library Circulation Desk  714-647-5250

Main Library Information Desk  714-647-5264

Newhope Library Information and Circulation Desk  714-647-6992

We apologize for any inconvenience this may cause, and look forward to resuming full library services as soon as possible. For more information, check out our closure flyer here.

Digital Collection
Enjoy the Library’s online services during COVID-19 closure

Virtual Programming
Enjoy library programs from the comfort of your home.

Catalog
Search for books, DVDs, CDs, magazines and audiobooks.
2. Enter A Search

• On this page, there will be a search bar at the top.
• Enter any book title, subject, and author you would like to search for.
New Titles

Healthy Living

Food Fix

Be Mighty

31-Day Food Revolution

Brain Food

Defeat Dementia and Cognitive Decline
3. Seeing Search Results

• Once you enter a search, you will get a page with available books at the Santa Ana and Newhope Library.
Harry Potter: magical places from the films: Hogwarts, Diagon Alley, and beyond (2015)
By Revenson, Jody

Harry Potter collector's handbook (2010)
By Silvester, William.

Harry Potter origami (2019)
By Barbo, Maria S.
4. Placing A Hold

• To place a hold, find a book you would like and click “place hold”.

• Note: You can place a hold on books that are not available.
<table>
<thead>
<tr>
<th>Title: Harry Potter: magical places from the films: Hogwarts, Diagon Alley, and beyond (2015)</th>
</tr>
</thead>
<tbody>
<tr>
<td>By: Revenson, Jody</td>
</tr>
</tbody>
</table>

| Available: 1 | Place Hold | Add To List |

<table>
<thead>
<tr>
<th>Title: Harry Potter collector's handbook (2010)</th>
</tr>
</thead>
<tbody>
<tr>
<td>By: Silvester, William</td>
</tr>
</tbody>
</table>

| Available: 1 | Place Hold | Add To List |

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<tr>
<th>Title: Harry Potter origami (2019)</th>
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<td>By: Barbo, Maria S.</td>
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| Available: 1 | Place Hold | Add To List |
Harry Potter origami (2019)
By Barbo, Maria S.

1 Available (View Selected Locations)

Place Hold  Add To List

Harry Potter and the Chamber of Secrets (1999)
By Rowling, J. K.

AR Reading Level: 6.7

Not Available (View Selected Locations)

Place Hold  Add To List

By Silvester, William.

Downloadable

More Options  Add To List
5. Logging In

• Once you click “place hold”, a screen will appear to login.
• Please enter your library card number and pin. Click log in to proceed.
  Note: For SAUSD Students, your pin is the last four digits of your card number.
• If you do not know your card number or pin, please contact us at
  • https://www.santa-ana.org/library/contact-us-contactenos-lien-lac-voi-chung-toi
  • Or call 714-647-5250
6. Selecting A Specific Copy

• Once you log in, select “I want a specific copy.

Harry Potter and the half-blood prince

Select One

- I want the first available copy
- I want a specific copy
7. Selecting A Copy

- Once you select “I want a specific copy”, you can browse and select a copy.
- Note: Please look at location to see where it will be reserved for pick up.
- You will be placed on a waiting list for books currently “checked out” or “in transit”.
- Click “submit” to place the hold.
<table>
<thead>
<tr>
<th>Hold</th>
<th>Library</th>
<th>Collection</th>
<th>Shelf Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>☑</td>
<td>MAIN LIBRARY</td>
<td>Fantasy - 2nd Floor</td>
<td>FANTASY ROWLING, J.</td>
<td>Checked In</td>
</tr>
<tr>
<td>☐</td>
<td>MAIN LIBRARY</td>
<td>Fantasy - 2nd Floor</td>
<td>FANTASY ROWLING, J.</td>
<td>In Transit</td>
</tr>
<tr>
<td>☐</td>
<td>MAIN LIBRARY</td>
<td>Childrens Fiction</td>
<td>FANTASY ROWLING, J.</td>
<td>In Transit</td>
</tr>
</tbody>
</table>

Select One
- [ ] I want the first available copy
- [x] I want a specific copy

[Submit Hold]
<table>
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<td>Childrens Fiction</td>
<td>J FANTASY ROWLING, J.</td>
<td>In Transit</td>
</tr>
<tr>
<td>NEWHOPE</td>
<td>Childrens Fiction</td>
<td>J FANTASY ROWLING, J.</td>
<td>Checked Out</td>
</tr>
</tbody>
</table>
8. Successful Holds

- Once you click submit, if a hold is successful, this message will appear at the top of the page.
9. Checking Holds

- You can check holds by going to the top of screen and clicking the arrow next to your account name.
- Here you can view and cancel holds.
- Click on a hold to view or cancel.
Harry Potter and the half-blood prince
by Rowling, J. K.

Summary
We could tell you, but then we'd have to Obliviate your memory
Holds: 1  Arrived: 0

Harry Potter and the half-blood prince (2005)
By Rowling, J. K.
AR Reading Level: 7.2
Position In Queue: 1
Pickup Location MAIN LIBRARY

Cancel Hold or Suspend Until