



MORTON TOWNSHIP LIBRARY

Imagine, Enrich, Inspire!

Placing Holds using Morton Township Library's Online Catalog

1. Go to www.morton.michlibrary.org
2. Click **SEARCH FOR BOOKS AND OTHER LIBRARY MATERIALS** located in the upper right corner of the page if you are using a computer. If you are on a mobile device, scroll down to find it.
3. Search for materials by title, author, or subject. When you find one you'd like to reserve, click on **HOLD**.
4. You will be prompted to enter your 8-digit library card number (beginning with 1000) and your 4-digit password (PIN) that you chose when registering for your library card. If you do not have a PIN or have forgotten it, please call the library or email info@mtplibrary.org.
5. A window will pop up to verify the item you would like to reserve. Click **PLACE HOLD**.
6. If the request is successful, a screen will pop up that says "RESERVE PLACED."
7. You can search for additional items and follow the same procedure to place them on hold.
8. Library staff will call you when your materials are ready for curbside pick-up.
9. If you have any questions, call 231-972-8315 or email info@mtplibrary.org.