How to Borrow a Book

from your

Technology Learning Commons (TLC)

by Placing a Hold

(for in-school students only)

1. Begin by going to <http://www.CastlebrookeTLC.ca> and click on Catalogue.



1. In the search bar, type in the name of the text you are searching for.

 

1. When the search comes up, click on the title you wish to place on hold. Once this window opens, click on the ‘place hold’ text on the screen.
2. Enter your student number in the user I.D. field, then click on the place hold button. You may place up to three items on hold at a time.



1. Your item has been placed on hold. Congratulations ☺
2. In 1-2 working day, you will receive an e-mail in your *pdsb.net* account from Ms. Park with details on how and where you pick-up your reserved items.

In the email will be a reminder of when the item is due and how it is to be returned.

Thanks for placing a hold!.

