

# How to Borrow a Book from your **T**echnology **L**earning **C**ommons (TLC) by Placing a Hold (for in-school students only)

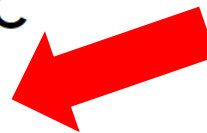
1. Begin by going to <http://www.CastlebrookeTLC.ca> and click on Catalogue.



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## Virtual TLC

Click for [Catalogue](#)



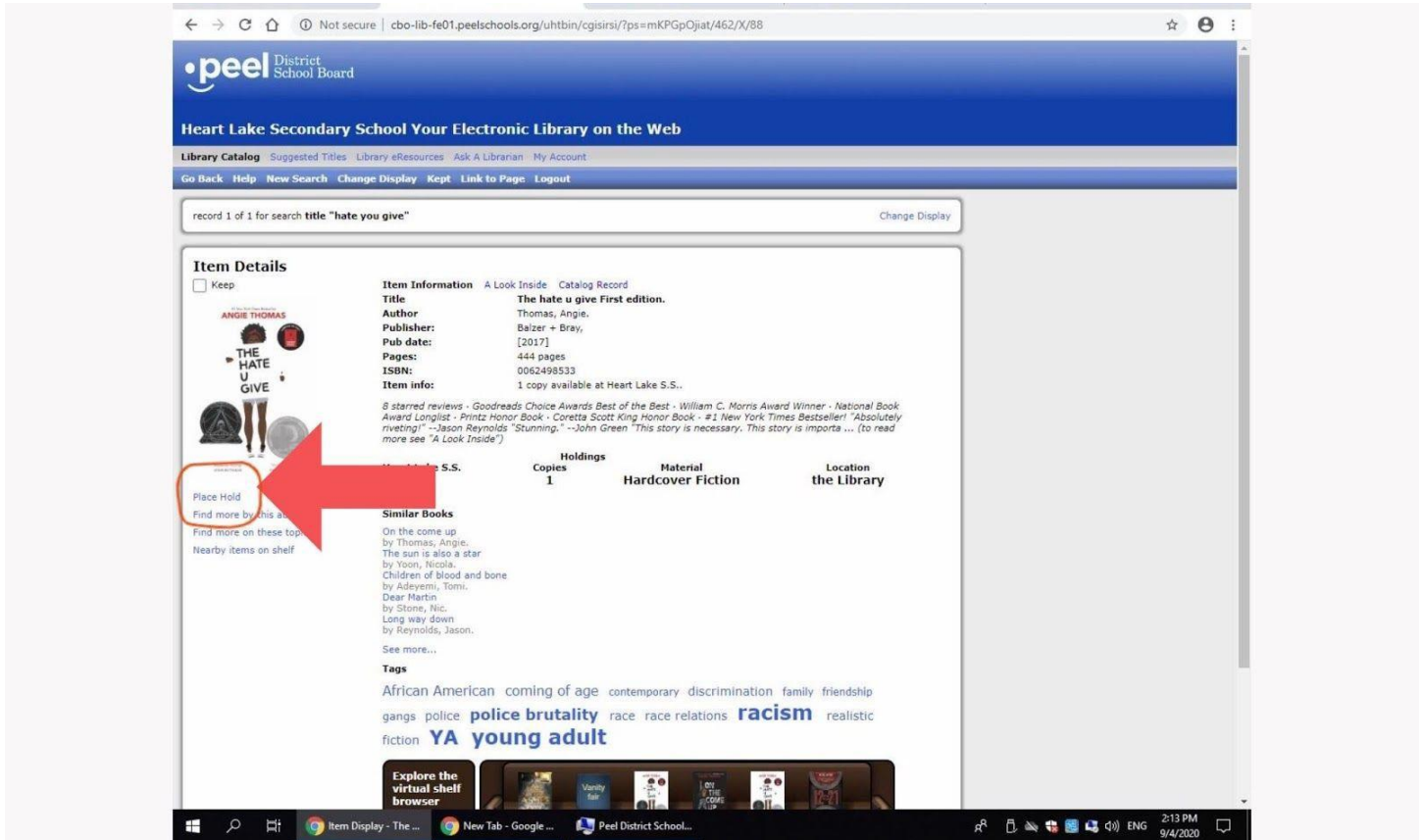
Welcome! We're glad you're here!

NOTE: Password is obtainable, in person, from the TLC

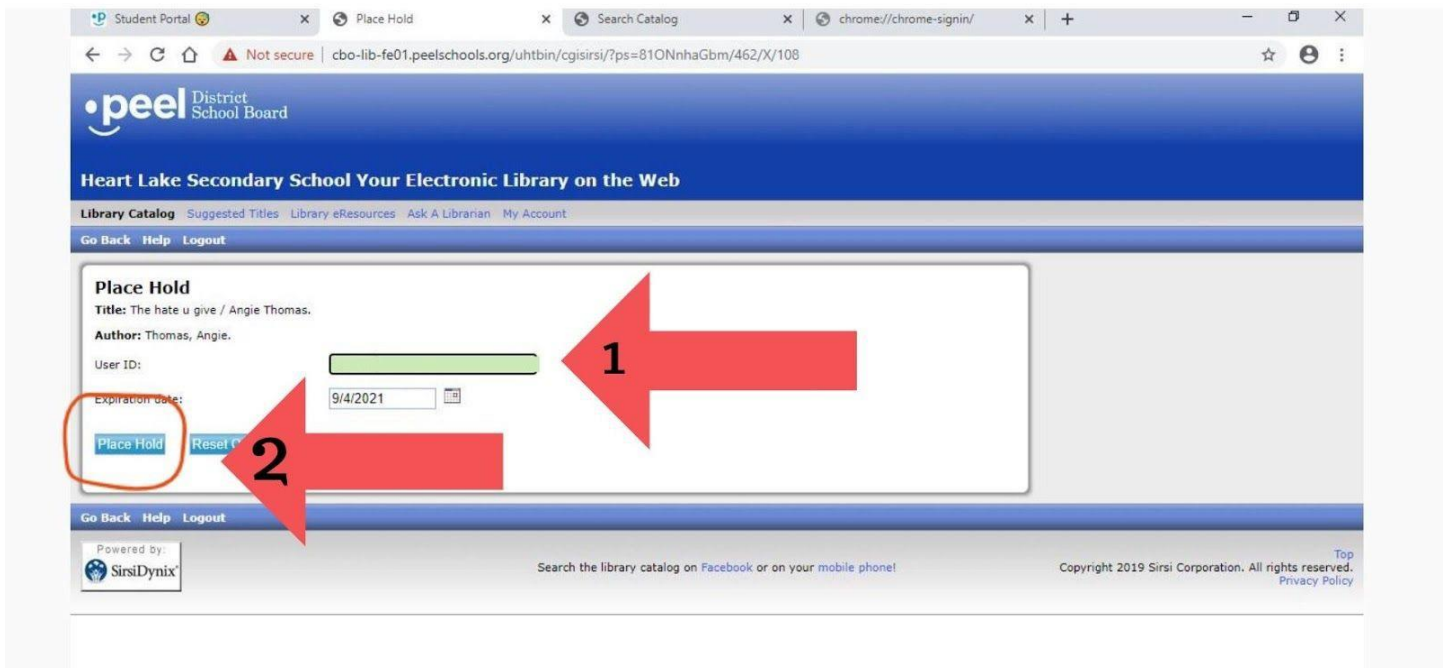
2. In the search bar, type in the name of the text you are searching for.

A screenshot of a web browser showing the search interface of the Castlebrooke TLC website. The browser tabs include "Student Portal", "Search Catalog", and "chrome://chrome-signin/". The address bar shows "cbo-lib-fe01.peelschools.org/uhtbin/cgiisirs/?ps=1uP8aU3LU7/462/X/2/6". The page header features the "peel District School Board" logo and the text "Heart Lake Secondary School Your Electronic Library on the Web". Below the header, there are navigation links: "Library Catalog", "Suggested Titles", "Library eResources", "Ask A Librarian", and "My Account". A secondary navigation bar contains "Go Back", "Help", "Link to Page", and "Logout". The main search area has a "Catalog" section with radio buttons for "Keyword" (selected) and "Browse". Below this is a search input field containing the text "hate you give". Underneath the search field are buttons for "words or phrase", "author", "title", "subject", and "series". There is also a checkbox for "Search only Electronic Books" and a "Power Search" button. At the bottom of the page, it says "Powered by: SirsiDynix" and "Copyright 2019 Sirsi Corporation. All rights reserved. Privacy Policy". A large red arrow points from the right towards the search input field.

- 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.



- 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.



5. Your item has been placed on hold. Congratulations 😊
6. 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!.

