

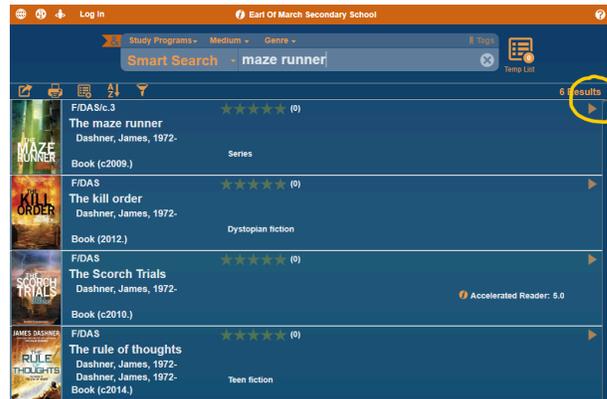
Requesting EOM Library Books: Placing a Hold in Alexandria (the Library Catalogue)

Go to the school website, earlofmarchss.ocdsb.ca, then navigate to the [Library page](#) (Academics > Library Learning Commons). Click on **READING** and click on the [Alexandria](#) link.

Search for books. You can use the Smart Search, or use the dropdown menu to choose a specific field, like title. When you find the book you want, expand the entry by clicking on **the arrow at the top right** (NOT the book title!). You can also browse books using the [Browse feature](#).

Tip...

- Pay attention to some of the details of the book you are selecting, eg. summary, publication date, how many pages, etc.



Next, click on the **Hold** icon, located in the toolbar at the top right of the expanded entry. You will be asked for your username and password. In Alexandria, **your user name is the first part of your school email address**, eg. rsmit3. Your password is **your last name in ALL CAPS**, eg. SMITH.



You can also watch this short [YouTube video](#) for more information.

Tip...

- Intermediate Students - only place a hold on one book at a time (or one English book and one French).

That's it -- you're done! You will receive an email when your hold is ready for you to pick up in the Library.

When you're finished with the book, return it to the **Book Return** bin outside the library.

If you want help choosing a book, email [Mrs. Donovan](#) or [Ms. Johnstone](#).

