

RESERVING AND RENEWING ESSEX LIBRARY MATERIALS THROUGH OUR CATALOG

Holds and renewals may be done:

1. In person at the library,
2. Over the phone at (860) 767-1560, or
3. Online through [our catalog](#).

Reserving Materials - Placing a "Hold" through the LION Catalog

1. Have your library card handy and open our catalog.
2. Click the **Login** button above the red search bar.
3. Enter your last name and the barcode on your library card, and click **Login**.
4. Use the **Search for** box to find materials.
5. Once you've found the material you need, click on the **Place Hold**.
6. Choose from which library you wish to pick up the material when it's ready, and indicate a date by which the request should be cancelled if it hasn't been filled yet
7. Click **Submit Hold Request**. A message will appear, confirming that your hold has been placed.

To cancel a pending hold, click **Titles on Hold** under **My Account**. Scroll down to the item you wish to cancel and click **Cancel Hold**. You may also freeze the hold or, if the item is not in transit yet, change the location where you wish to pick the item up when it is available.

Renewing Library Materials

Most Essex Library materials may be renewed ONCE, unless another patron has placed a hold on it.

1. Have your library card handy and open our catalog.
2. Click the **Login** button above the red search bar.
3. Enter your last name and the barcode on your library card, and click **Login**.
4. Click on **Checked Out Titles** under **My Account**.
5. To renew selected material, click on the box to the right of the title you'd like to renew then click **Renew**. To renew multiple items, either select them individually using the boxes to the right of the book cover and click **Renew Selected Items**, or click **Renew All** to renew all items currently checked out.
6. A message will appear, stating whether your item(s) has/have been renewed.
7. If you can not renew materials, a message will appear, describing why. If you are successful, a new due date will appear in the "Status" column.

Please call the Essex Library at (860) 767-1560 if you need assistance.