



*A. Mitchell Powell Jr. Public Library*

## **Instructions To Reserve Library Materials Online**

1. Go to [www.newnan-coweta.org](http://www.newnan-coweta.org)
2. Click on "Catalog" (in the blue bar near the top of the Web site screen)
3. Search for the book or other item that you would like to borrow
4. View the catalog record of your item
5. Click on the "User Services" tab (along the top of the catalog screen)
6. Click on "Request List"
7. Click on "Place Hold" in the list of "Types of Requests"
8. Enter your user ID number in the "user ID" text box (this number is the 14-digit number on the back of your library card); the call number of your item and the item ID should already have appeared in these text boxes on the "Place Hold" screen
9. Enter your PIN (personal identification number) in the "PIN" text box (you may obtain your PIN by contacting the Circulation Department by e-mail at [circulation@newnan-coweta.org](mailto:circulation@newnan-coweta.org))
10. Click on the "Place Hold" button; a summary of your reserve request should then appear

Once your item is available for you to pick up at the library, you will receive a call from a staff member. The library will hold your item for three business days after the call.

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(770) 253-3625 • [www.newnan-coweta.org](http://www.newnan-coweta.org) • [referencedesk@newnan-coweta.org](mailto:referencedesk@newnan-coweta.org)

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