Placing a Hold for Curbside Pickup

As always, if you are experiencing difficulty, please call or email us!
217-345-4913  information@charlestonlibrary.org

1. Begin at www.charlestonlibrary.org and click the Find and Item tab at the top left of the screen.

2. Once your search results are displayed, click the tiny box on the left column labeled Assigned Branch; Charleston Carnegie Public Library.

2A. If you want an item that that is currently available, select Available Now.

2B. You may also refine your Type of Material search in the left column by selecting Share Digital Items or Book, etc.

2C. Please note that the item description will state the number of items the Library owns and how many are available for check-out to prevent requesting an item that is not currently on shelf., i.e. Local Availability 1 of (1), means 1 item is still on shelf vs. 0 of (1) means all items are checked out.
3. Select an item from your results by clicking on Request It to the right of your item description.

4. Type your entire barcode number without spaces.

4A. Your password is automatically set to be the last four digits of the phone number upon registration for your Library Card. If you do not remember your password, please call or email us to reset it.

4B. Log In
   ♦ You may reset your password to another number once have logged in.

5. This will take you to a confirmation page stating Charleston Carnegie Public Library as the Pickup location. Click Submit Request.
   ♦ You may place as many holds as you choose, but only 10 items may be checked out per card at this time.
   ♦ Be sure to Log Out if you are sharing a computer!