

How to Place a Hold on a Desired Library Book in Alex

1. Go to Alex on a web browser. You can access Alex from our library web page at <http://tiny.cc/gvlib>. See the red arrows, below. You can do this at school or at home.

ACADEMICS • ATHLETICS • ATTITUDE

GOLDEN VALLEY MIDDLE SCHOOL

Believe! Achieve! Succeed!

SCHOOLS PARENT RESOURCES STUDENT RESOURCES DISTRICT OFFICES

SCHOOL BOARD

Home Email Print

library GO

You are here: [Home](#) > [Schools](#) > [Middle Schools](#) > [Golden Valley](#) > [Library](#)

Library

Welcome to the Golden Valley Joyce R. Cozzo Library!

Library Resources
Search our library online!
If you are off-campus, click here: [Search Golden Valley Library from Off Campus](#)
If you are on-campus, click here: [Search Golden Valley from a District Computer](#)
Check your library account online, too.
Click Login in the upper left corner. User name: 6-digit student ID, pw: your last name.

Accelerated Reader:
Do a search online to see if there is an A.R. quiz for your book here: [AR Book Finder](#)
NEW! Parents, check your student's progress in A.R. online! Click here: [AR Home Connect](#)

Helpful hint: The **reading level** tells how *hard* the words are to read; the **points** tell how *long* the book is.

2. Click the "Log In" link in the upper left corner:

Home Log In Golden Valley Middle School

Tools

Site Information
Reset Search
Reload Window
Site List
Links
Bulletin Boards
Help

Lists

Temp Basket 0
Past Searches 0
Past Items 0

Smart Search Simple

Author Title Series Subject All Words

Filter

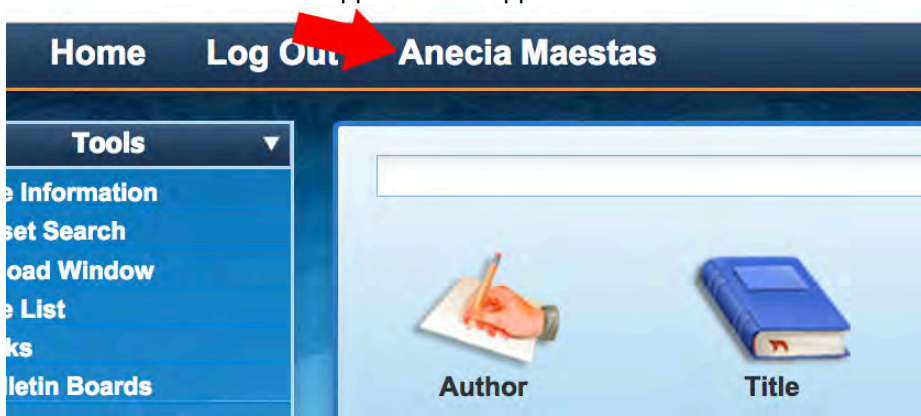
Alex Explore

Nature Mythology & Folklore Games and Sports History Literature & Language

3. Sign in with your user name and password:

A screenshot of a login form with a light blue background. The form has two input fields: "Username:" containing "123456" and "Password:" containing seven dots. A red arrow points from the text "(Student ID #)" to the username field. Another red arrow points from the text "(Last name exactly as it appears in system)" to the password field. Below the password field is a blue link that says "Can't access your account?". At the bottom right are two buttons: "Close" and "Log In".

4. Your name should appear in the upper left corner:



5. Do a search for a book. Example: Anecia would like to check out *Divergent*, but it's already checked out. The system will not allow reservations, but she can place a hold for the book as soon as it is returned by the current patron.



Click on Place Hold to get your result.

For Anecia, her hold will expire 11/06/2014. This means that if the book does not come back from the current customer by that date and she doesn't hear back from the library, she will have to make the request again. If the book **does** come back and she checks it out, the hold disappears from her account.



6. Check your library account by clicking on your name at the top of the screen. Clicking will lead to this window. Click the **Activity Tab > Holds** to view and remove any holds. Click other tabs as you wish for information about your library account.

Log Out **Golden Valley Middle School** ?

Anecia Rose Maestas **Balance: \$0.00**
Last Checkout: Oct 13, 2014

Personal **Activity** **Reviews** **Lists**

Items **Holds** **Reservations** **Charges** **History**

Placed -- Queue # -- Barcode, Title
10/17/2014 -- #1 in queue -- Divergent

Remove

7. Log Out when finished.
8. Contact the library staff with any questions.