Go to WorldCat Local


Find the item you want to put on hold. Click on Place Hold button.

CNM WMS login window pop up. If it is your first time logging on, you'll need to create a password. Enter you [CNM ID](http://www.cnm.worldcat.org/) number as the User Name and then click on Set/reset password. Check your CNM email account for a reset password link.
From the link, you will be able to create your password.

After you have created a password you can log in. Again, use your CNM ID for the User Name and type in your new password. Click Sign In.

Once you are successfully logged in, chose pick up location and click on Submit.

Now the item is held for you. You may search another one and place it hold.
* Materials of reference, reserves, iPad, Laptop, and Supplementary cannot be put on hold.

You can click on **My Library Account** at the top of the **WorldCat Local** search page to view your account.

![My Library Account](image)

**Connected to the CNM Libraries Network**

There are three tabs on your library account page: **Checkouts, Holds, and Charges**. The **Holds** tab will list items on hold, if ready to pick up or not. It will also show how long the library will keep your hold request of an item. You can view the position you are in hold queue to receive the hold and edit or remove the hold by using the buttons on the right side of the screen.