Instructions for Holds Pick-Up

Step One – Place Your Hold

- Patrons with Canton or Plymouth library cards can request items from our collection at www.cantonpl.org. When your hold is ready for pickup, you will be notified via email, text or phone, according to your preference.
  - So that we can help as many people as possible, we will be limiting holds to 10 per card during this time.

Step Two – Scheduling Your Pick-up Time

- Your e-mail or text notice will have a link to the site where you can schedule your pick-up time. (Please do not schedule a pick-up time until you have the notice that your items are ready!)
  - If you get your notifications by phone, a staff member will call you.
- Pick an available day from the calendar.
- After you click on a date, the available times will appear. Pick a time and confirm.
  - Enter your name, email, library card number, and phone for text reminder (if desired); then click Schedule Event. You will get an e-mail with your appointment information and reminders via email (and text, if provided).

Step Three – Pick-up Your Holds

- The hold pickup station is located to the left of the library’s main doors. Within your scheduled time, park in the front lot and follow signs. Walk to the building and wait in the designated spot for a staff member to retrieve your holds. If additional holds are ready for pick-up at the time of your scheduled appointment, they will be added to your order.
- Returns, payments and account issues cannot be handled at the pick-up station. Please put returns in the outdoor return slot.
- Holds may be canceled through your patron account on the website at www.cantonpl.org, or by text at Shoutbomb, command MYACCOUNT. Any questions about your library account will be answered at (734) 394-0999 or by email at cplemail@cantonpl.org.