

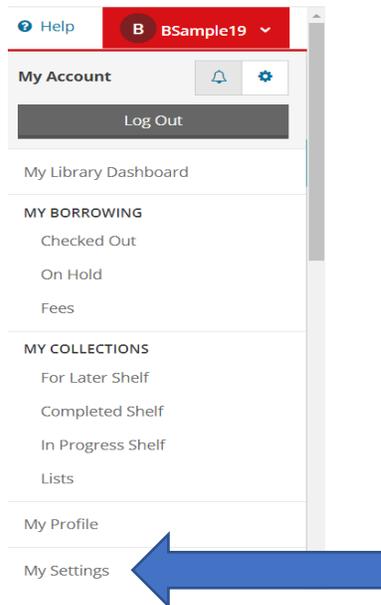
## How to change your default holds pick-up location in the Charlotte Mecklenburg Library catalog

We have busy, dynamic lives and sometimes we need to change where we'll be picking up our Library holds. Use the step-by-step guide below to help you change your default holds pick-up location:

1. Go to the Library catalog at [cmlibrary.bibliocommons.com](http://cmlibrary.bibliocommons.com)
2. Log into you library account

The screenshot shows the Charlotte Mecklenburg Library website interface. At the top right, there is a red button labeled "Log In / My Library" with a dropdown arrow. A blue arrow points to this button. Below the navigation bar, there is a search bar with "Search the" and "by" dropdowns, and a search input field. A red "Log In" button is visible in the login form on the left. A second blue arrow points to this "Log In" button. The login form includes fields for "Barcode, student number or username" (containing "23114029912567") and "PIN:" (containing "\*\*\*\*"). There is a "Remember me on this device" checkbox and "Log In" and "Get a Card" buttons. On the right side of the page, there is a "Welcome to Your New Catalog!" message with a list of features: "Find what you want with a better search.", "Track your borrowing.", "Rate and review titles you borrow, and share your opinions on them.", and "Get personalized recommendations." A "Trouble logging in?" link is also present.

3. Click on your username in the upper right-hand corner and go to My Settings



4. Scroll to Account Preferences where you will find:

### Account Preferences

#### Saved Searches

Manage and run your favorite searches. [Change](#)

#### Suggested Purchases

Suggest titles to the library. You have made 0/5 recommendations this month. [View](#)

#### Holds and Pickup Location

Preferred pickup location: **Main Library**. Single click holds is **disabled**. [Change](#)

5. Click on Change to update your location(s)

Not sure what libraries are close to you? Discover the nearest branch to you here:

<https://www.cmlibrary.org/branches>

If you have any questions or issues, please reach out to Library staff by calling (704) 416-0101, by email at [onlinereferencenew@cmlibrary.org](mailto:onlinereferencenew@cmlibrary.org) or via online chat by clicking "Ask Us" in the lower right-hand corner of the Library's website at [cmlibrary.org](http://cmlibrary.org).