Place a Hold

If you want to place a hold on a title, there are a couple different areas where you will see the Place Hold button. Holds can be placed from your search results in either List or Flow view, from Title Details or from Saved Lists. Some options discussed below depend on your library's policy for holds. If you are unfamiliar with how holds are handled, check your library's hold policy.

Place a Hold from Search Results

1. Once you have performed a search and found a title you want to place a hold on, click Place Hold for that title. If you have not already logged in, you will be asked to log in with your library credentials. See the example below for the location of the Place Hold button.

2. After clicking Place Hold the Place a Hold dialog displays with the Pickup Location entry box showing the location matching your login location. If you want to change the displayed location, use the drop-down list and click the location you want to use as your pickup location. Depending on your library's set-up you will see I want the first available copy, or (if shown) I want a specific copy. If I want a specific copy is selected, a table will display the Library along with the Collection, Shelf Location and Status where a copy can be found.

An example of the Place a Hold dialog is shown below with all of the possible selection options. The selections will vary according to your library's policy on holds.
Note: If your library has Bookings installed, you will see an additional selection, I want to hold the title from [enter date] until [enter date]. If you are using this option, enter the starting and ending dates for your booking.

3. After making your selection, click Submit Hold.

4. If your hold is able to be placed, a green banner briefly displays at the top of the screen, Hold(s) placed successfully. If your hold was not successful, a message will advise the title and reason the hold was not able to be placed. If you are unsure why your hold was not allowed, check with your library staff.

Multiple Holds from Search Results

1. If you want to select multiple items to place on hold, select the check box on the far right for each item. Using the Select Action drop-down, click Place a Hold. Refer to the example below.
Note: Items selected from the page you are currently viewing can be placed on hold, but if you go to subsequent pages, check boxes selected from the previous page will not be retained.

2. A **Place a Hold** dialog displays with the **Pickup Location** drop-down list showing the location matching your login location. If you want to change the displayed location, use the drop-down list and click the location you want to use as your pickup location. Click **Submit Hold**.

3. A **Hold Feedback** dialog displays which titles were able to be placed on hold, and if any of your items were not able to be placed on hold along with the reason the item was not placed on hold. If you are unsure why your holds were not allowed, check with your library staff.

**Place a Hold from Title Details**

1. If you are viewing the title details and want to place a hold, click **Place Hold**. The **Details** page shows how many holds have already been placed on the title. This will give you an idea of where you are in line for the item. Refer to the example below.
2. A **Place a Hold** dialog displays with the **Pickup Location** drop-down list showing the location matching your login location. If you want to change the displayed location, use the drop-down list and click the location you want to use as your pickup location.

Depending on your library set-up you will see I want the first available copy, or (if shown) I want a specific copy. If I want a specific copy is selected, a list of available locations will display. Select the location for the particular item you are interested in. After making your selection, click **Submit Hold**.

**Note:** If your library has **Bookings** installed, you will see an additional selection, I want to hold the title for a specific date range. Select this option and enter the starting and ending dates.

3. If your hold is able to be placed, a green banner briefly displays at the top of the screen, Hold(s) placed successfully. If your hold was not successful, a message will advise the title and reason the hold was not able to be placed. If you are unsure why your hold was not allowed, check with your library staff.
Place a Hold from Saved Lists

1. If you have created any lists in Saved Lists, you can place a hold for any item on any list. After logging in click Saved Lists from the Account dropdown list found in the right corner.

2. Under Saved Lists select the list that contains the item you want to place on hold.

3. To place a hold for the individual item, click Place Hold. To place a hold on multiple items, select the check box on the far right for each item, and then click Hold next to the check box at the top of the list. Refer to the example below.

4. A Place a Hold dialog displays with the Pickup Location drop-down list showing the location matching your login location. If you want to change the displayed location, use the drop-down list and click the location you want to use as your pickup location.

5. Click Submit Hold.

6. If your hold is able to be placed, a green banner briefly displays at the top of the screen, Hold(s) placed successfully. If your hold was not successful, a message will advise the title and reason the hold was not able to be placed. If you are unsure why your hold was not allowed, check with your library staff.