



CIRCULATION

Placing Holds

1. Find the item

Enter search keywords:

[Check out](#) [Check in](#) [Search patrons](#) [Search the catalog](#)

Use the Search the catalog option for basic searching, or click **Search** on the top bar for Advanced search options

2. Click the title, then "Place hold"

Select all | Clear all | Unhighlight | Add to: Save

Results		
	<input type="checkbox"/> 21. How to hold a crocodile by Diagram Group Description: 192p.	1 item. Char Non-Char

How to hold a crocodile /

3. Find the patron

Place a hold on [How to hold a crocodile /](#)

Patron:

Enter patron card number or partial name:

Scan the patron's card, or type in part of their name

4. Select the patron

If you typed a partial name, you might see:

Place a hold on [How to hold a crocodile /](#)

- DaDog, Bonnie ... (31415926535897 - A)
- Dalsing, Bonnie ... (GAR1653 - ADIN) ...
- Dalsing, Bonnie S. ... (25308100000171
- Jordan, Bonnie D. - HOMEBOUND ... (2
- McAdam, Bonnie ... (24311000001597 -
- McAdam, Bonnie ... (GAR5893 - ADIN) .
- Padilla, John, Amber Bonnie Daniel ... (Y

Click the correct patron's name, then click Select





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5. Place the hold

Double Check!

Hold details

Patron: Bonnie DaDog (31415926535897)
 Priority: 1
 Notes:

Pickup at: Iola Public Library
 Hold starts on date: [Clear Date](#)
 Hold expires on date: [Clear date](#)
 Place a hold on the next available copy

Place a hold on a specific copy

Hold	Item type	Barcode	Home library	Last location	Call no.	Copy no.	Information
<input checked="" type="radio"/>	Chanute 21 Days 1 Renew	34316000088931	Chanute Public Library		YA 031.02 HOW		Not on hold

Correct Patron?

Correct Pickup Location?

Does the hold need filled in the future?

Does the hold need deleted after a certain date?

Always make sure this box is checked!

Click "Place Hold"

You can check the status, update, suspend, or delete a hold from here or the patron's account

Existing holds

Priority		Patron	Notes	Date	Expiration	Pick up library	Details		
1		Bonnie DaDog		07/03/2013		Iola Public Library	Next available		

until [Clear Date](#)

Be sure to click **Update hold(s)** if you make changes