Putting a hold on a book

You must be logged into the system to put a hold on a book. To do this, go to the Library homepage and click on the ‘Log in to your account button’ at the top right of the screen before starting your search:

See following page...
Alternatively, you may log in after completing a search. Note that the ‘Place hold’ option is only available when a title has been borrowed out:

If you are not already logged in, when you click on the ‘Place hold’ button, the log in screen will appear (see following page):
Enter your login ID and password and you will be able to place a hold on the book you selected:

In this instance, one of the copies of this book is already on hold, so you will not be required to select which copy you would like.

Your pick up location will be St. Athanasius Library as there are currently no other options.

If you require the book within a certain time frame, you can put the date after which the book is not required.

Click the ‘Place hold’ button to confirm your hold.
You will then be taken to your patron summary page, which will show you any titles that you currently have checked out and any holds that are current:

You have the option here to cancel the hold (this can be done any time you log in to your patron account.)

While in your patron summary page, you can change your password, create and manage lists, look at your search history (which can only be recorded while you are logged in, so it’s a good habit to get into), etc.