Placing a Hold on a Library Item

Here is the step-by-step process to place a hold on a Library Item that is already on loan to someone else...

1. You can place a hold on an item at any time 24/7 via any Internet connected computer
3. Click on the link to the Library Catalogue
4. Locate the item you require to borrow by typing in the details of the item and pressing the Enter key or clicking Search. (NOTE: You may need to select the required item from a number of versions as shown in the example below)
5. Click on the **Availability** link for this item

6. Click on **Sign in to request** at the right-hand side of the availability screen under the heading **Request Options**
7. In the User ID / Barcode field, type in your student number, e.g. s497856

8. Your PIN is the ddmm numbers from your date of birth, e.g. for birth date 17 January 1993 the PIN is 1701

9. Your name should now appear in bold letters to the left of the My Basket link near the top right-hand corner of the page
10. Click on **Hold** which is now showing under the heading **Request Options**

11. Click on **Request**
11. You’ve successfully placed your hold request, and the screen should now say **Done**

12. If you have other searches to make, go ahead and do so via the search box. Or, if you would like to renew your existing loans, check your borrowing history, or find out if you have any fines owing, click on **My Library Record**. However, if you are finished with your Library Profile, please ensure that you click on **Sign Out** near the top right-hand corner of the page.