

Placing Holds

The screenshot shows a library catalog record for "A beautiful mind [videorecording]". At the top, a blue navigation bar contains links: Back, Help, New Search, Previous, Next, Change Display, Kept, Logout. Below this, it says "record 4 of 24 for search words or phrase 'beautiful mind'". On the left is a video cover for "A beautiful mind" with a "Keep" button below it. To the right of the cover are links for "Place Hold", "Items with the same Author", and "Items with the same Subject". The main record area has two tabs: "Item Information" (selected) and "Catalog Record". Under "Item Information", the title is "A beautiful mind [videorecording]" by Grazer, Brian, 1953-. It lists publisher (Universal), publication date (c2001), page count (1 videocassette, 136 min.), and ISBN (0782261470). The "Copy Info" section states: "No copies currently available. Place Hold (Estimated wait is 7 days). 1 copy total in all locations." Below this is a "Holdings" section with a table:

Racine Main Library	Copies	Material	Location
VIDEO FEATURE FILM	1	Video	7 Day Item is Checked Out

When you are viewing an item record, you can click on the “hold” link to place a hold.

The following screen will appear:

Library staff can give you your PIN, or see page 14 in this manual to find out how to enter a PIN if you don't have one.

Enter the complete barcode from you library card here.

Library staff can give you your alternate ID number, which you can enter instead of your library card barcode.

Click here to select the library where you want to pick up the item you are placing on hold.

The "Place Hold" form has a blue header. It contains the following fields and buttons:

- user ID:
- or Alternate ID:
- PIN:
- pickup at:
- Place Hold button
- Reset Query Values button