

# Place a Hold

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You can do a hold from many places. Here are the two most common ways:

**From Check Out:** Select **Tools > Place Hold** *or* click  *or* press **CTRL + H**


**Polaris Shortcut Bar:** Select **File > New** *or* click  Select **Hold Request** in the dialog box.

1. Scan or type the patron's barcode in the **Barcode** box.
2. Make sure the *Pick Up Branch, Activation & Expiration dates* are correct.

Select a title for the hold request:

1. Click **Find** to do a bibliographic or item record search on the holds workform.
2. **Double Click** on the title you want *or* **Right-Click** on it, and choose **Select**.
3. **Save** hold by: Select **File > Save** *or* click  *or* press **CTRL + S**

Placing holds on more than 1 title for the same patron

1. After saving the first hold, click on the down arrow next to the **New** page icon 
2. Select **"Title"** and proceed as above.