Placing a Hold on

Open the patron’s record. The program takes you to the check out screen. Click on the Holds tab.

Click on the New Hold button.
The Holds screen defaults to searching by title, but if you would prefer to search by another field, click on the *Find Tool* button.

Clicking on the Title tab at the top of the screen shows you other fields you can search by, such as author or series. If you would prefer to limit by your library, you can do so by clicking on the filter icon.
When you’ve located the item that your patron is interested in, check the box to the left of the item, then click **Open**.

Click on **Place Hold**, and the item will be added to your patron’s hold list.