



Results – Place Holds

Example : you have results with 2 records and want to place a **HOLD** on one of them.

There are two (2) places where you can do this

- 1) At the **Hitlist**
- 2) At the **Record** level
(Recommended if there are multiple Items available)



Login

- 1) **Hitlist**

Click the “Place Hold” button in Upper Right corner

OR

- Select the relevant record(s)
- Choose “Place Hold” from the “Actions” drop-down menu



Click the “Place Hold(s)” button on the resulting screen.





Results – Place Holds

2) **Record** – *more* than one available

Orion sweeping-2
Author: Todkill, Anne Marie, author
ISBN: 9781771315692
Format: Video recording [icon] Video recording
Available: 3 (circled in red)
Buttons: Place Hold, Text This To Me

- Go into the record
- See the “Item Holds” column
- Click the appropriate “Reserve This” entry

Orion sweeping-2
Author: Todkill, Anne Marie, author
ISBN: 9781771315692
Physical Description: 98 pages ; 22 cm
Format: Video recording [icon] Video recording
Subject Term: Canadian poetry
Language: English

Availability:

Call Number	Item Type	Item Barcode	Status	Item Holds
LIBRARY-RECORDINGS-2	Blu-ray (multicirc)	LW1	On Shelf	Reserve This
LIBRARY-RECORDINGS-1	CD-ROM	LW2	On Shelf	Reserve This
LIBRARY-RECORDINGS-DIGITAL	mp3 kit	LW3	Electronic Resource	Reserve This

Buttons: Place Hold, Text This To Me

Click the “Place Hold(s)” button on the resulting screen.

Place Hold(s)

Title
Orion sweeping

Pickup Library:
Wollaston Public Library

Place Hold(s)