Wollaston Public Library
Imagine. Discover. Connect.

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

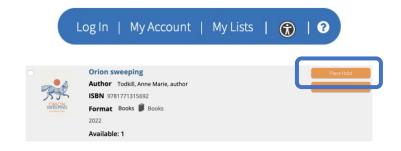2) At the Record level (Recommended if there are multiple Items available)

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.
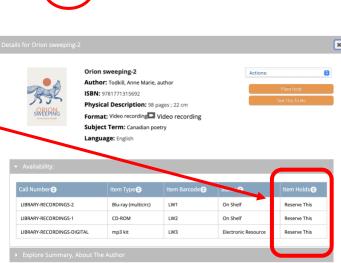
Results – Place Holds

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

– Go into the record

– See the "Item Holds" column

– Click the appropriate "Reserve This" entry

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