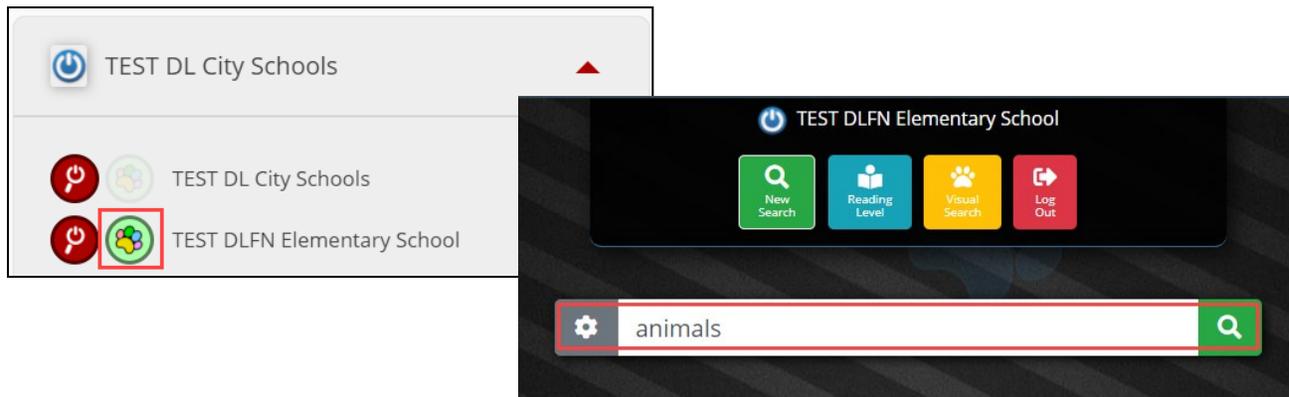
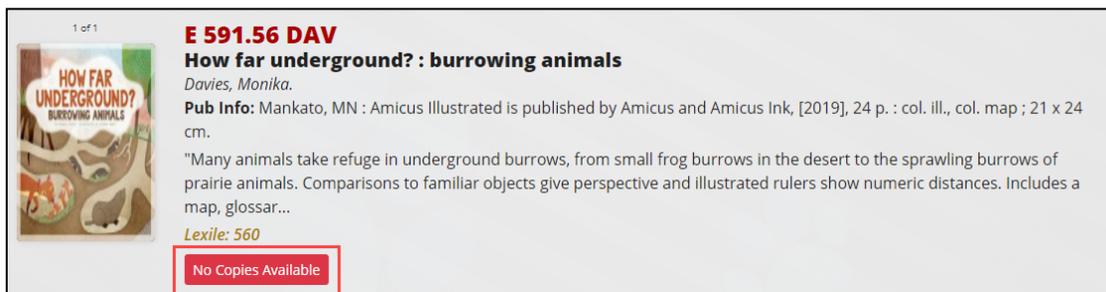


Placing a Hold using the Online Catalog

Search and find an item in Fetch:

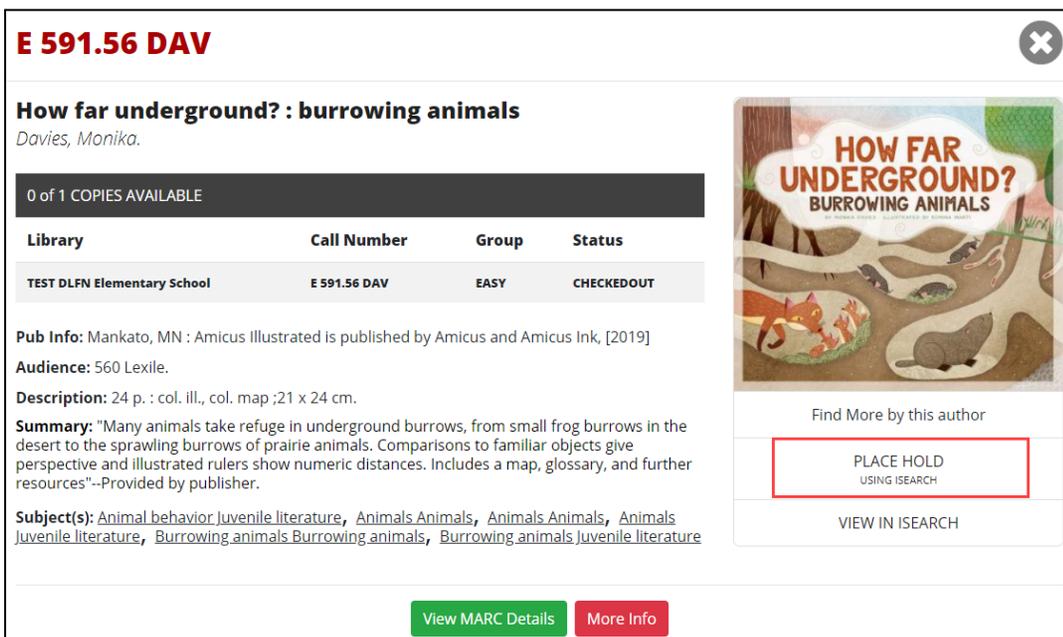


Brief description indicates item is checked out:

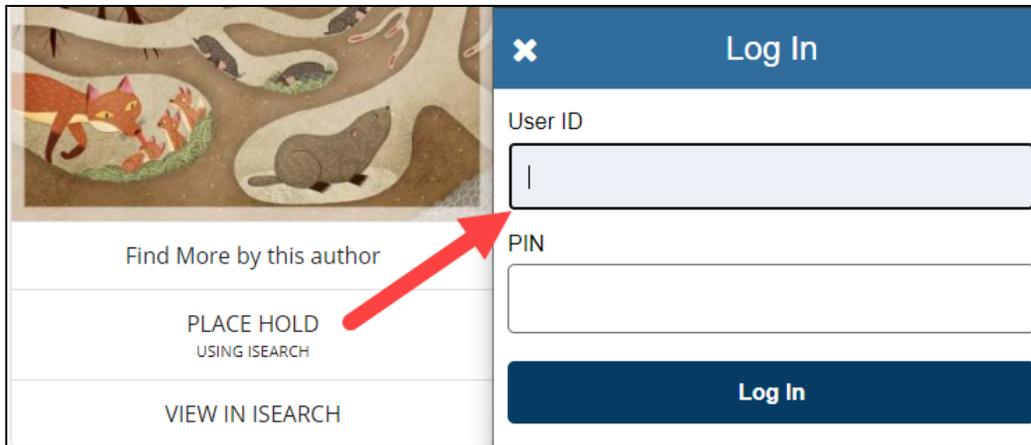


Click the selection to open further details, including the option to place a hold, if available.

Select "Place Hold" using ISearch:



Enter user information:



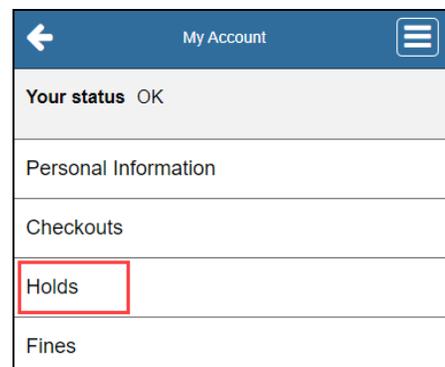
If policies allow, hold is placed:



If policies do not allow, hold is not placed. Contact library staff for help.



View Holds information in ISearch Mobile or ISearch through My Account:



Hold(s) can be cancelled if policies allow:

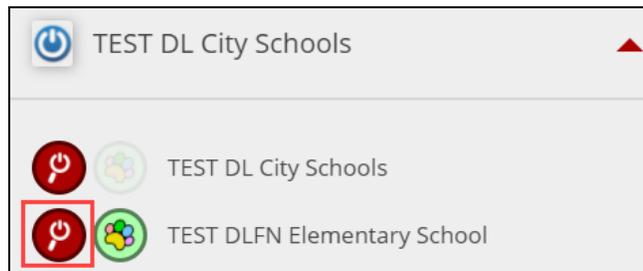
The screenshot shows a library hold for the book "How far underground? : burrowing animals" by Davies, Monika. The hold is pending and set to expire on Sep 17, 2021. A red box highlights the three-dot menu icon next to the book title. A red arrow points from this icon to a dropdown menu titled "Select an Action" which has "Cancel Hold" selected. Below this, two dialog boxes are shown: the first asks "OK to cancel this hold?" with "No" and "Yes" buttons; the second shows "Hold successfully cancelled." with an "Okay" button.

For OPAC use:
My Login Information: *User ID number (14-digits):* _____
Alt ID number: _____
Pin (birthday – MMDD): _____

Please contact your library staff if you have any questions about placing holds in the OPAC.

Placing a Hold using the Online Catalog

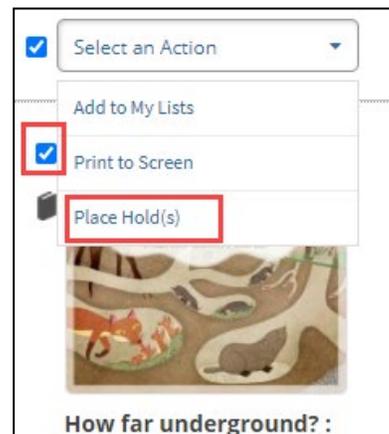
Search and find an item in ISearch:



Brief description indicates if item is checked out or available.



Click the corresponding box next to the book jacket image.
Click the dropdown in the "Select an Action" box.
Choose "Place Hold(s)".



Enter user information:

Log In
✕

User ID:

PIN:

Log In

If policies allow, hold is placed:

Place Hold(s)
✕

Title	Action
How far underground? : burrowing animals	Success

OK

If policies do not allow, hold is not placed. Contact library staff for help.

Place Hold(s)
✕

Title	Action
Baby animals	User has too many holds

OK

Place Hold(s)
✕

Title	Action
Animals, Animals	User BLOCKED

OK

View Holds information in My Account.

Personal Information
Checkouts 1
Holds
Fines

Library Holds

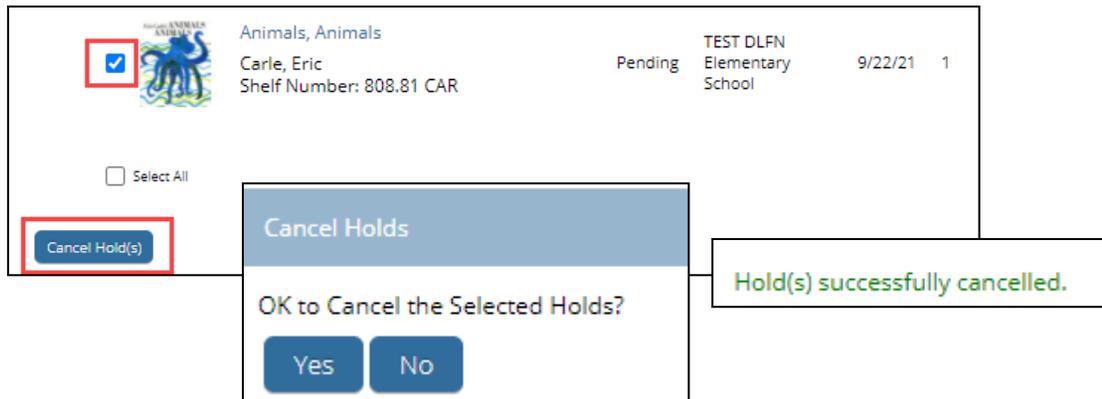
Items on Hold: 2
Ready for Pickup: 0

Cancel Hold(s)

Select All

		Title/Author	Status	Pickup at	Expires	Place in queue
<input type="checkbox"/>		How far underground? : burrowing animals Davies, Monika. Shelf Number: E 591.56 DAV	Pending	TEST DLFN Elementary School	9/22/21	1
<input type="checkbox"/>		Animals, Animals Carle, Eric Shelf Number: 808.81 CAR	Pending	TEST DLFN Elementary School	9/22/21	1

Hold(s) can be cancelled if policies allow:



<input checked="" type="checkbox"/>		Animals, Animals Carle, Eric Shelf Number: 808.81 CAR	Pending	TEST DLFN Elementary School	9/22/21	1
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Select All

Cancel Hold(s)

Cancel Holds

OK to Cancel the Selected Holds?

Yes **No**

Hold(s) successfully cancelled.

For OPAC use:
My Login Information: *User ID number (14-digits):* _____
Alt ID number: _____
Pin (birthday – MMDD): _____

Please contact your library staff if you have any questions about placing holds in the OPAC.