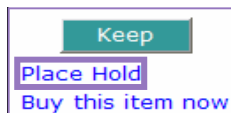


Getting Started: Reserving a Library Item

Placing a Hold

1. Display the record for the item you wish to reserve.
2. Click on the **Place Hold** link on the left. The Place Hold page will be displayed.



3. In the **user ID** box type in **20112** followed by your library card number.
4. In the **PIN** box type your PIN or password (by default your PIN is the last four digits of your library card number).

Title: It / Stephen King
Author: King, Stephen, 1947-
user ID:
PIN:

5. Use the **Pickup at** drop down list to select the library you would like to pick up your item from.

pickup at: (please choose)

6. If you would like your reservation to be cancelled if the item is not available by a particular date, please enter this date in the **expiration date** field, otherwise leave it blank.

expiration date:

7. If you are going on holiday, fill in the **holiday start date** and the **holiday end date** fields, to ensure that you will not miss your reservation while you are away, otherwise leave both fields blank.

holiday start date:
holiday end date:
Place Hold **Clear**

8. Click on the **Place Hold** button.

Please Note: reserving a library item may incur a charge.

Changing a Hold

1. Click on the **My Account** button **My Account** on the rootbar. The My Account page will be displayed.
2. Click on the **Review My Account** link.
3. Log in if required:
 - In the **user ID** box type in **20112** followed by your library card number.
 - In the **PIN** box type your PIN or password (by default your PIN is the last four digits of your library card number).
 - Click on the **Display User Information** button.
4. Click on either the **Edit Hold** or on the **Edit All Holds** button.
5. Make the desired changes to the pick up library, expiration date or holiday start and end dates.
6. Click on the **Edit Hold** button.

Cancelling a Hold

1. Click on the **My Account** **My Account** button on the rootbar. The My Account page will be displayed.
2. Click on the **Review My Account** link.
3. Log in if required:
 - In the **user ID** box type in **20112** followed by your library card number.
 - In the **PIN** box type your PIN or password (by default your PIN is the last four digits of your library card number).
 - Click on the **Display User Information** button.
4. Click in the check box next to the title you wish to cancel the hold on.
5. Click on the **Cancel Selected Holds** button.

Holds		
Cancel	Title	Author
<input checked="" type="checkbox"/>	It	King, Stephen