Instruction for Reservation or hold a book

Library users can place hold or reserve an item (book) via the OPAC after logged in. By signing in, a user will be able to send a request to reserve or hold a book. The option to place hold request appears in several different places on OPAC page. For example, when you viewing a list or search results page (as show in figure 1) you'll see the option to place hold on multiple items by checking the boxes to the left of the results and clicking 'Place Hold' at the top

-	1.	Blood Rites (The Dresden Files, Book 6)							
		by Butcher, Jim .							
		Publisher: Roc, 2004.							
		Availability: Copies available for Ioan: Nicole's Library (1).							
		Tags: wizard (6)							
		Log in to add tags.							
		Actions: Place Hold H Add to Cart							
1 2	2.	Death Masks: A Novel of the Dresden Files (The Dresden Files, Book 5)							
		by Butcher, Jim .							
		Publisher: Roc Hardcover, 2009.							
		Availability: Copies available for loan: Nicole's Library (1).							
		Tags: wizard (6)							
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 When you viewing an individual title you'll see the option to place a hold in the box on the right side of the screen



Figure 2: Viewing an individual title detail

• Now when the user Place Hold, the window comes like below screenshot.

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Hold Title Item type Hold starts on date Hold not needed after Pickup location Image: Next available copy Image: Height of the starts Shakespeare, William Image: Height of the starts Shakespeare, Books Image: Height of the starts Clear date Hold not needed after Pickup location Image: Next available copy Image: Height of the starts Shakespeare, Books Image: Height of the starts Clear date			Confi	rm holds for: use	r test (test123)			
● Next available copy William Books Clear date Clear date Central Library, IIT Mandi ≎			н	old Titl	e Item type	Hold starts on date	Hold not needed after	Pickup location
			Ne availal	kt ble copy William	L, by e, Books	Clear date	Clear date	Central Library, IIT Mandi

Figure 3: Information regarding holding item

In case if the same user who already have checkout that same book, then he can't place hold on the same book as shown in following screen.

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				Sorry , none of these i	items can be place	d on hold.		
		1.86	anny IV / hy Shakesneare	Title William				
		This	s title cannot be requested	because it's already in your p	ossession.			

Figure 4: Can't place hold information

At the time of Check-in (return) the same item, the user who has hold the book will get the intimation regarding the arrival of the book through mail. Book will be reserve for the same user just for 24 hours, after stipulated period of reservation; book can be issued to another user.

Please let us know, if you need any other details.

Central Library, IIT Mandi

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