

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



Figure 1: Search results of Web OPAC

- 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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Confirm holds for: user test (test123)

Hold	Title	Item type	Hold starts on date	Hold not needed after	Pickup location
<input checked="" type="radio"/> Next available copy	1 Henry IV /, by Shakespeare, William	BOOK Books	<input type="text"/> Clear date	<input type="text"/> Clear date	Central Library, IIT Mandi

Place Hold

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 items can be placed on hold.

Title
1 Henry IV /, by Shakespeare, William This title cannot be requested because it's already in your possession.

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