


Hold user guide

1. Search the catalogue for the item you would like to place on hold. If you require assistance in the regard please click [HERE](#)
2. Open the title you would like to reserve

Details for Walk



Title: Walk
Author: Whyte, James
ISBN: 9781431409204
Personal Author: Whyte, James
Publication Information: Johannesburg Jacana 2014
Holds: 0
Copies: 9

Select an Action

Available: 8

Item Barcode	Shelf Number	Material Type	Copy	Item Available	Library	Status	Item Holds
36180161136229	WHY	Book Adult Fiction	1	1	Bothasig Library	Available item	Reserve This Copy
OCT00004012863	WHY	Book Adult Fiction	1	1	Central Library	Available item	Reserve This Copy
36180161136203	WHY	Book Adult Fiction	1	1	Fish Hoek Library	Available item	Reserve This Copy
OCT00008465931	WHY	Book Adult Fiction	1	1	Gordon's Bay Library	Checked Out	Reserve This Copy
36180161136252	WHY	Book Adult Fiction	1	1	Milnerton Library	Available item	Reserve This Copy
OCT00005125708	WHY	Book Adult Fiction	1	1	Parow Library	Available item	Reserve This Copy
36180161136161	WHY	Book Adult Fiction	1	1	Rylands Library	Available item	Reserve This Copy

3. Select the item **'Reserve this copy'** (marked in red above) of the item (marked in grey above) at the **location library** you would like to **collect** your item from
4. If you are not logged onto your account, it will be required to login to your account

Patron Barcode Number:

PIN:

[Log In](#)

The **username** is your library card number, and the **PIN** is the last 6 digits of the library card number.

5. Select the pick-up library. Please ensure it is the **same Pick-up library** as your **item location**

Place Holds

Title:

Walk:

Pick-up Library: Parow Library

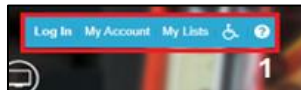
[Place Hold\(s\)](#)

Adult	1	1	Parow Library	Available Item	Reserve This Copy
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Your item is now placed on hold

While you are logged into your account, there won't be any prompts to login when placing a hold on an item. This prompt only displays if you aren't currently logged into your account

View your holds



Login to your account (if required). After you have logged in, select the '**My account**' option to open your individual profile...

- a) This tab displays all your personal information as given to the library when you registered
- b) This tab also display all the items **issued to you**. From this screen you have the option to renew your items. You can tick (select all / or specific titles) for **renewal**. (Limit 3x)

Personal Information **a** | Checkouts **b** | Holds **c** | Fines **d**

Your status: OK **e**

Checkouts
Total: 0

Holds
Total: 0

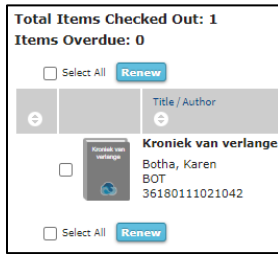
Fines
Total due: ZAR0.00

Contact Information

Title:

First name:

Middle name:



- c) This tab displays the list of titles that has been placed on hold for you
- d) This tab displays fines accrued for overdue library material
- e) This column displays an overview or summary of your account