

Placing Holds

Select the item you wish to place the hold on by putting a check in the box or clicking on the title to enter the detailed item view

Click on “place hold” Button or select “place hold” from the “select an action” dropdown menu

The screenshot shows a library website interface. At the top, there is a search bar with the text "tom clancy" and a "Search" button. Below the search bar, there are options for "Limit Search Results" (with a button "Only Show Available") and "118 Results Found". A dropdown menu labeled "Select an Action" is circled in red. Below this, there is a list of search results. The first result is "Tom Clancy's power plays : politika" by Clancy, Tom, 1947-. It has a call number "PB CLA 1997", a publication date of "1997", and a format of "PB". The excerpt reads: "Tom Clancy's power plays : politika / Clancy, Tom, 1947-". It is available in 1 copy in Kingman, with 0 holds and 1 copy. A blue arrow points from the "Place Hold" button to the "Text This To Me" button. Below the search results, there is a "Detail" view for the same item. The title is "Tom Clancy's splinter cell. Endgame". The personal author is "Michaels, David, 1955-". The ISBN is "9780425231449". The edition is "Berkley premium ed.". The publication information is "New York : Berkley Books, 2009.". The physical description is "469 p. ; 19 cm.". The abstract reads: "Sam Fisher--Wanted. Third Echelon operative Sam Fisher knows that several disastrous missions have depleted the ranks of the Splinter Cells. What he doesn't know is a stunning piece of evidence has been uncovered--a traitor within their ranks. Sam is that man. He is convicted". A blue arrow points from the "Text This To Me" button to the "Place Hold" button. A dropdown menu labeled "Select an Action" is circled in red.

Placing Holds

You will be prompted to enter your card number and pin if you didn't log into your account before searching

You will then need to select the library you wish to pick the item up at.

Click on "Place Holds"

Click on "ok"

The screenshot shows a book detail page for "Tom Clancy's splinter cell. Endgame". The page includes fields for "Personal Author: Michaels, David, 1955-", "ISBN: 9780425231449", "Edition: Berkley premium ed.", "Publication Information: New York : Berkley Books, 2009.", and "Physical Description: 469 p. ; 19 cm.". An abstract is also visible. A modal window is overlaid on the page, prompting for "Library Card No." and "PIN:" with input fields and a "Log In" button. There is also a link for "Forgot your PIN? Register".

The "Place Holds" modal displays a table with two columns: "Title" and "Pickup Library:". The title "Tom Clancy's splinter cell. Endgame" is listed. A dropdown menu for "Pickup Library:" is open, showing a list of libraries including Bullhead City, Bookmobile, Bullhead City, Chloride, Digital Resource Collection, Dolan Springs, District Technical Services, Golden Shores, Golden Valley, Kingman, Lake Havasu City, Meadview, South Mohave Valley, and Valle Vista. A "Place Hold(s)" button is highlighted with a red circle.

The "Place Holds" modal shows the "Title" and "Action" columns. The title "Tom Clancy's splinter cell. Endgame" is listed, and the action is "Success". An "OK" button is highlighted with a red circle.

Multiple holds

You can place multiple items on hold at the same time:
Place a check next to each item you wish to put on hold

From the “Select an Action” dropdown menu, click on “Place Hold(s)”

The screenshot displays a library catalog search results page for 'Tom Clancy'. Two search results are visible:

- Item 2:** **Tom Clancy's power plays : politika** by Clancy, Tom, 1947-. Call Number PB CLA 1997. Publication Date 1997. Format Book. Excerpt: Tom Clancy's power plays : politika / Clancy, Tom, 1947-. Available: 1 in Kingman. Holds: 0. Copies: 1. A red circle highlights the number '2' and a checked checkbox next to it.
- Item 3:** **Tom Clancy's Op-center** by Clancy, Tom, 1947-. Call Number FIC CLA 1995. Publication Date 1995. Format Book. Excerpt: Tom Clancy's Op-center / Clancy, Tom, 1947-. Available: 1 in Kingman. Holds: 0. Copies: 1. A red circle highlights the number '3' and a checked checkbox next to it.

At the bottom of the page, a red circle highlights the 'Place Hold(s)' option in the 'Select an Action' dropdown menu. The interface also shows a search bar with 'tom clancy' entered, 118 results found, and various filtering options for library and material type.

Multiple holds

If you are not logged in, you will be prompted to log into your account

Select the location where you would like to pick the items up. (Must do for each item)

Click on “Place Hold”

Click on “OK”

The screenshot shows a library website interface. At the top, there is a login form with fields for 'Library Card No.' (containing '40612000*****') and 'PIN' (containing four dots). Below the PIN field are links for 'Forgot your PIN?' and 'Register'. A blue 'Log In' button is positioned to the right of the PIN field.

Below the login form, there are two 'Place Hold(s)' dialog boxes. The first dialog box has a table with two columns: 'Title' and 'Pickup Library:'. The 'Pickup Library:' column contains a dropdown menu with 'Kingman' selected. A blue 'Place Hold(s)' button is located below the table. The second dialog box shows the same table with the 'Action' column containing 'Success' for both items. A blue 'OK' button is located below the table.

Title	Pickup Library:
Tom Clancy's power plays : politika	Kingman
Tom Clancy's Op-center	Kingman

Place Hold(s)

Title	Action
Tom Clancy's power plays : politika	Success
Tom Clancy's Op-center	Success

OK