

## Documentation of the Mastery: Placing Holds on Public Catalog Terminals

In order to place a hold on the public Catalog Computers:

- Person placing the hold needs the Library Barcode number and PIN of the patron who wants the item.
- Search to find the title (and format) that the patron wants.
- Click on the **Place Hold** button beside the title.
- Log In to the patron's account (if not already logged in) using Barcode & PIN.
- On the Place A Request page, check the title and patron information. If the patron wants a different pickup library (other than the one they have specified as their default library), click the pull down menu, select the appropriate location, then click Submit Request.

The screenshot shows the 'Place a request' form for the book 'The Scorpio Races' by Maggie Stiefvater. A dropdown menu is open, listing various pickup libraries, with 'Baldwinsville Public Library' selected. Red circles highlight the 'Barcode:', 'Pickup Library:', and 'Activation Date:' fields. The 'Submit Request' and 'Cancel' buttons are visible at the bottom.

- Activation Date determines when the hold is placed. You can delay a hold, for instance if the person is requesting the first 5 books in a series, you can delay the hold activation on the later titles.
- When helping a member of the public, please emphasize that they should always Log Out before leaving.

### Proof of Mastery:

- In the presence of a Proctor, use one of the public Catalog computers to place a Hold on your card.
- Go to your accounts **Holds** page, and either Cancel the hold or tell the Proctor how you would cancel it.

### Current Proctors for this Mastery:

- Meg VanPatten
- Julia Schult
- Nancy Howe

### Resources:

This task is estimated to take 5-15 minutes for someone to master.

### They will need:

- Access to a computer with internet to access the catalog
- Their barcode and PIN (Or they can use a Dummy Card from the Circ Desk)