

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 race' by Stiefvater. A dropdown menu for 'Pickup Library' is open, listing various branches. The 'Barcode' and 'Pickup Library' fields are circled in red. The 'Activation Date' field is also circled in red and contains the date 2/21/2019. 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, 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 account's **Holds** page and Cancel the hold, or tell the Proctor how you would cancel it.

Current Proctors for this Mastery:

- Julia Schult
- Nancy Howe
- Dania Souid
- Meghin Roberts
- New person

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)