HOW TO PLACE A HOLD

WHAT IS A HOLD?

A hold is a **request** for an item located at another campus of **Victoria University** to be sent to a different campus for collection (ie: **City Flinders** to **St Albans** or **Footscray Park** to **Werribee**), or if a book is already out **on loan,** for it to be held when it is **returned. Requests** are placed via the **library catalogue**.

Go to the **library catalogue: http://www.vu.edu.au/library**

- Search catalogue for item(s).

- Select and click on desired title.

- Check boxes with <u>LOCATION</u>, <u>CALL NO.</u> and <u>STATUS</u> details.

- If there are **NO AVAILABLE** copies on your campus, then proceed.

    CIT = City Flinders, **FTN** = Footscray Nicholson, **FTS** = Footscray Park, **LAW** = City Queen, **STA** = St Albans, **SHN** = Sunshine, **WER** = Werribee,

- Click on: [Place a Hold]

- Please enter the following information:

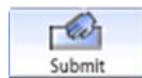   Key in Vic Uni ID Number or, if non Vic Uni, use barcode

- ID Number*: _____

    Use numbers only - first time users the default pin is date of birth ddmmyyyy

- Key in a PIN*: _____
-

    *These fields not shown if already logged into *My Library*

- Select **Pickup** Location: (Choose a Pickup Location) ▼

    Do this by clicking on the list box down arrow and selecting a campus.
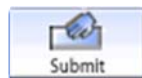
- Once you have entered the information, click on: [Submit]

- If successful, the following message will appear:

    Your request for **Title/Author** was successful.

- A **hold** is placed on the <u>copy selected</u> and will be sent to the *campus requested* for collection.

Items that are **short-term** (ie: **Reserve** and **7-day** loan items) and items **on order** *cannot* be placed on **hold.**

Victoria University patrons may have a maximum of 10 items on hold at any one time.
Non-VU patrons have a maximum of 3 holds.