

## 6. How do I place a hold on a book?


Type in your search words in the Quick Search box and select words or phrase, author, title, subject, series or periodical title in the drop down menu then click on **Search**.

**Quick Search**  
 words or phrase

The search for Joan London's book "Gilgamesh" gives the following results

**Search Results**  
words or phrase "joan london and gilgamesh" search found 2 titles.

#1	<input type="button" value="Details"/> <b>Gilgamesh [text (large print)] : a novel</b> [Large print ed.] London, Joan, 1948-	2002
<input type="button" value="Keep"/>	No copies currently available.	
#2	<input type="button" value="Details"/> <b>Gilgamesh</b> London, Joan.	2001
<input type="button" value="Keep"/>	2 copies available at Hampton Park and Narre Warren	




Record #1 has "No copies currently available" which means that all the copies are being read at the moment.

Record # 2 has 2 copies available – click on **Details**.

[Place Hold](#)  
[Find more by this author](#)  
[Nearby items on shelf](#)  
**Continue search in:**  
[Google](#)  
**You Found Titles in Categories:**  
[Education \(General\)](#)

Now click on **Place Hold**.

**Place Hold**

**Title:** Gilgamesh  
**Author:** London, Joan  
**user ID:**   
**PIN:**   
**pickup at:** Please select a library ▼  
**expiration date:**  

Type in your **user ID** in the box – your user ID is your library card number with an A at the beginning eg: A1234567  
 if your card number ends in an A, replace the A with a – ie. A123456A becomes A123456-

Type in your **PIN** in the box – unless you have already changed it out PIN is by default the last four numbers of your library card number eg: 4567  
 if your PIN ends in an A, replace the A with a – ie. 456A becomes 456-

Select which library you want to pick up the book from by clicking on the drop down menu next to the **pickup at** box.  
 You can select an expiry date for your hold or you can leave it blank and your hold expiry date will default to NEVER.

**Place Hold**

**Title:** Gilgamesh  
**Author:** London, Joan  
**user ID:** A1234567  
**PIN:** ●●●●  
**pickup at:** Narre Warren ▼  
**expiration date:** Please select a library

- Cranbourne
- Doveton
- Emerald
- Endeavour Hills
- Hampton Park
- Narre Warren**
- Pakenham
- Cardinia Mobile

Casey-Carl  
 A Member of the SWITC Library Consortium

Click on **Place Hold** button.

### Hold(s) Placed

user ID:

Gilgamesh  
London, Joan.

expiration date: NEVER

[OK](#)

Click on the blue [OK](#) to confirm the hold.

When you log in to your personal account you will find the following information under [Holds](#) in [Review My Account](#).



Gilgamesh  
LON

London, Joan.

*Your position in the holds  
queue: 1*

Narre  
Warren

Never  
expires

When the hold is available you will be sent a notice telling you that you have 14 days, from the arrival of the item at your designated library, in which to pick it up.