

The Place Hold Wizard guides you through the process of placing holds on library materials.

1. **Click** on Holds Maintenance Group.
2. **Click** on Place Hold Wizard.



3. **Locate** the appropriate user.
4. **Type or scan** Item ID or **use** the Item Search helper.
5. **Complete** Hold Info as indicated or **accept** defaults.
6. If a list of titles displays, **select** the desired title.
7. **Click** on Place Hold on Selected Item.
8. Complete message appears.

Note: *The system will only let you place holds on books that are not on the shelves, can be overridden.*