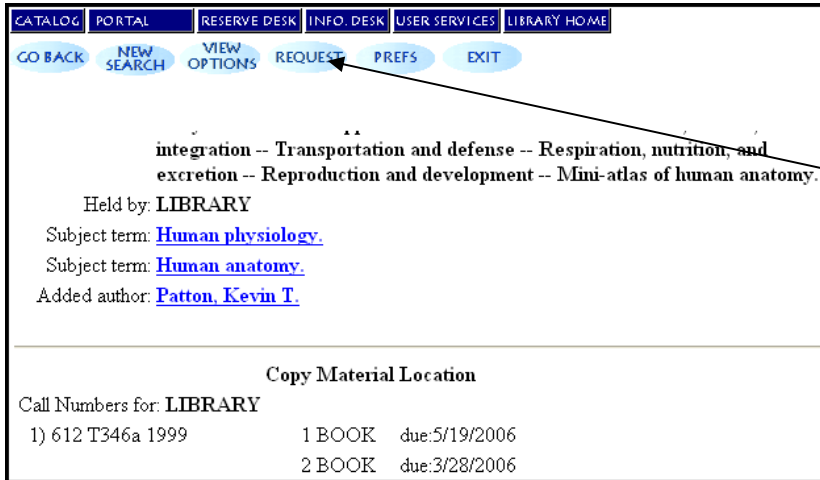


PLACING HOLDS ON LIBRARY MATERIALS



CATALOG PORTAL RESERVE DESK INFO. DESK USER SERVICES LIBRARY HOME

GO BACK NEW SEARCH VIEW OPTIONS **REQUEST** PREFS EXIT

integration -- Transportation and defense -- Respiration, nutrition, and excretion -- Reproduction and development -- Mini-atlas of human anatomy.

Held by: LIBRARY

Subject term: [Human physiology.](#)

Subject term: [Human anatomy.](#)

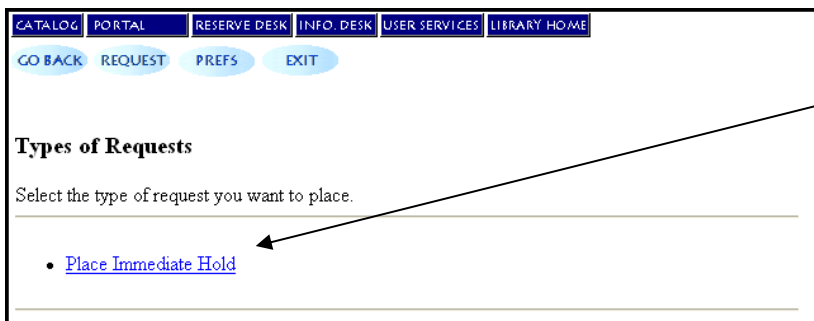
Added author: [Patton, Kevin T.](#)

Copy Material Location

Call Numbers for: LIBRARY

1) 612 T346a 1999	1 BOOK	due:5/19/2006
	2 BOOK	due:3/28/2006

1. Once you have located your title, click the view button to display the full record for that item.
2. When the full record for the item you wish to place a hold on is showing on the screen, click the request button on the top of the screen.



CATALOG PORTAL RESERVE DESK INFO. DESK USER SERVICES LIBRARY HOME

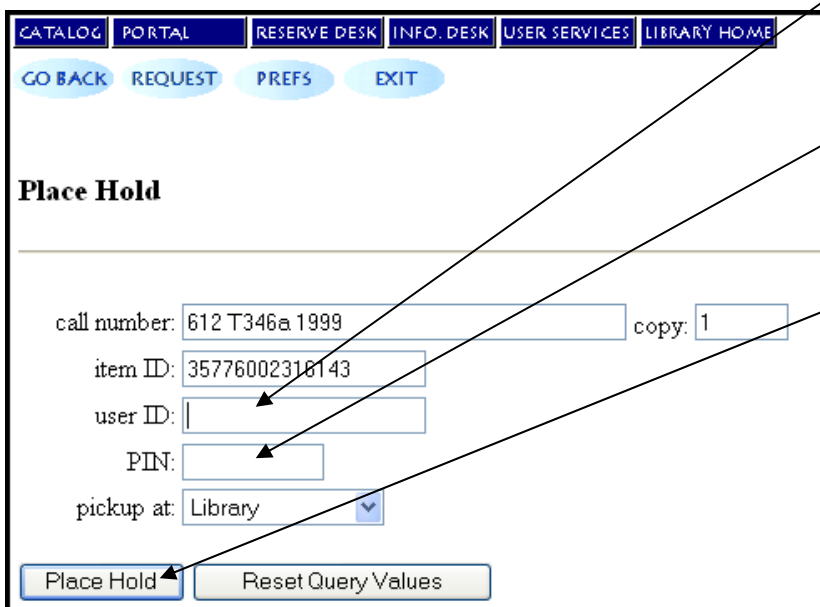
GO BACK REQUEST PREFS EXIT

Types of Requests

Select the type of request you want to place.

- [Place Immediate Hold](#)

3. From the Request menu, click on Place Immediate Hold.



CATALOG PORTAL RESERVE DESK INFO. DESK USER SERVICES LIBRARY HOME

GO BACK REQUEST PREFS EXIT

Place Hold

call number: copy:

item ID:

user ID:

PIN:

pickup at:

4. Enter your user ID#. Your user ID# is your student or staff ID#. It should be entered with no dashes or spaces, e.g. 888456321.
5. Enter your PIN. Your PIN is either the four digits, mmdd, of your birthday or your registration PIN. Your PIN is four digits only, no dashes or spaces.
6. Click on the Place Hold button.

Please Note: Only items that are currently checked out may be placed on hold. You may place holds on up to four items at any one time. If you have a problem placing an item on hold, please check at the Information Desk.