

How to Place a Hold on an Item



To place a hold on an item, please follow these procedures:

- 1) Log on to the library website at <http://www.ecrlib.org>
- 2) Click on **ECRL catalog** on the left
- 3) Enter your **USER ID & PIN** number in the upper right hand corner to login to the catalog
- 4) Choose the **Search** on the top left of the screen
- 5) Choose title, author, series from drop down menu
- 6) Type in appropriate search terms
- 7) Click the Details button of the item you want to place hold on (do **NOT** click on **KEEP**)
- 8) Click on **PLACE HOLD** option on left hand side of screen under *Keep*
- 9) Choose the library where you want to pick up item from drop down menu
- 10) If you need the item by a certain date, click on calendar to choose date
- 11) Click on **Place Hold** option to complete process
- 12) A hold may be **cancelled** by clicking on the **Reviewing My Account** option under the **My Account** option on the home page

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