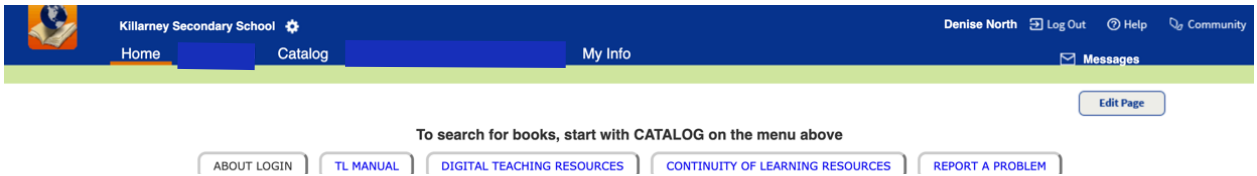


## How to: Place a Hold on an Item

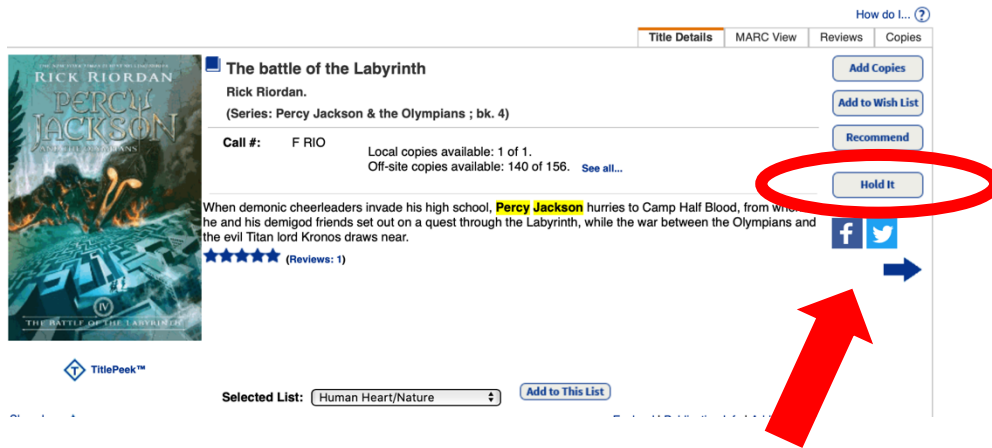
1. Make sure you are logged into the catalog



2. Find the item you want to place on hold



3. Click on it



4. Click on "Hold It"

5. Pick a specific date for your hold

OR pick

"as soon as possible"

6. Click "Save"

You can monitor your hold in the "My Info" tab

