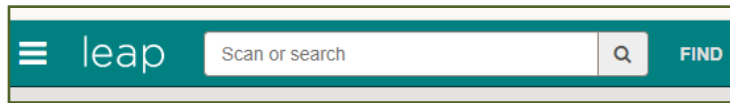# Placing Holds

A hold can be placed from the Patron Record as well as the Bibliographic Record.

1. To place a hold from a **Patron Record**, locate the patrons record. This can be done by scanning their library card barcode or typing their patron information into the **Quick Search** bar.
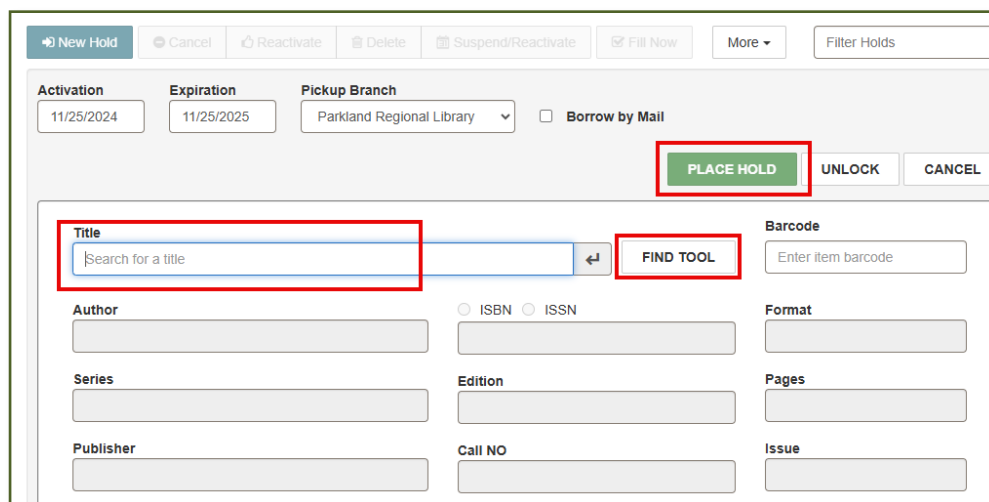

   a. The **Holds/Held** tab displays all the requests a patron has placed. To place a hold on an item, click the **New Hold** button. A holds screen will appear.
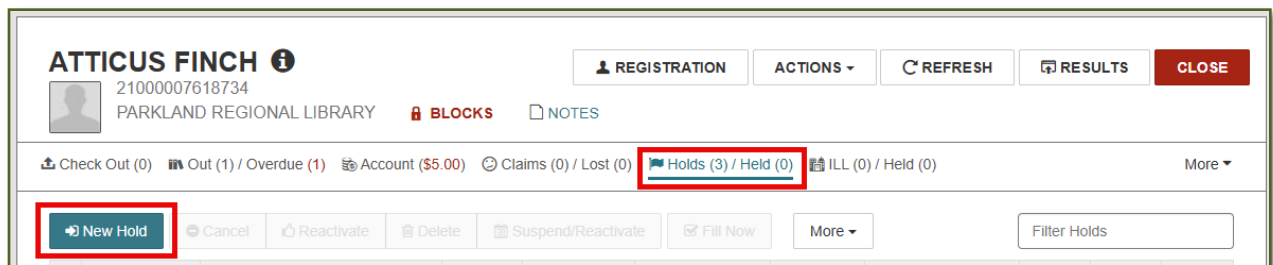
   b. The cursor is automatically placed in the title. You can immediately begin typing a title and perform a title search for the item. You can also use the **Find Tool** to locate the correct bibliographic record.

   c. When you have located the correct bibliographic record, select **Place Hold**.

2. You can also place a hold from a **Bibliographic Record.** This typically happens when a patron comes in looking for an item and it is not available at your library.

    a. Using the **Find Tool,** locate the record for the item the patron wants to place a hold on.

    b. Upon opening the record, you can view the availability by clicking **Items.**

    c. To place a hold, click the **Actions** button and select **Place Hold** from the drop-down menu.
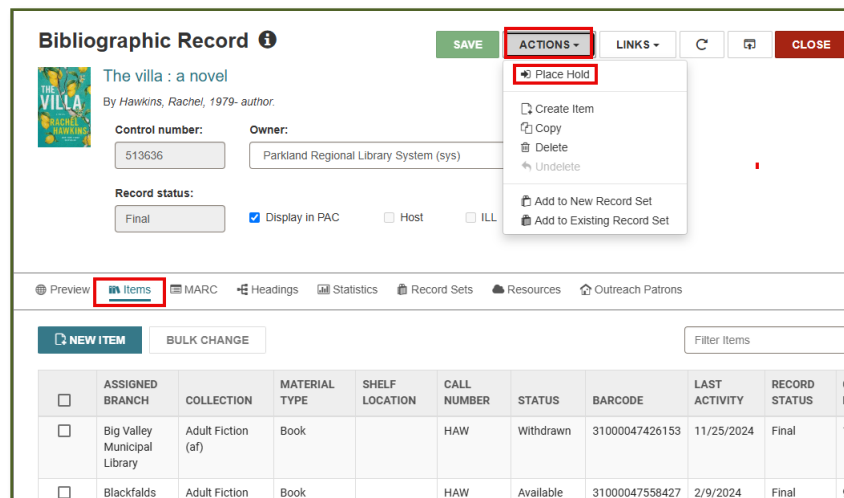
    d. If you have a patron record open, it will show in the **Workform Tracker**

and you will be prompted to select that patron. If that is the correct patron, select the patrons name and click **OK**. If the patrons record is not already open, click the **Find Tool** button. If no patron records are currently open, you will be taken directly to the Find Tool. Locate and open the appropriate patron record.
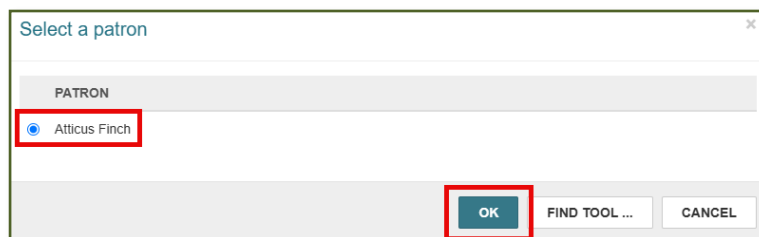
    e. The same Holds screen will appear. Follow the previous instructions and click the **Place Hold** button.

Serial Holds

These are holds placed on periodical/serial items, like a magazine or newspaper.

1. Again, under the patron record, click the **Holds/Held** tab. Click **New Hold** and add your serial title and click **Place Hold**.

2. A dialogue box will open and you will be asked if the patron wants any volume or if they would like a specific volume. Select the appropriate volume if necessary.