

To place a hold in the catalog

****Only items that are checked out (marked “Not Available” in the catalog) may be placed on hold**

****A patron may place only one hold**

Find the item you would like to place a hold on by searching in the catalog.

Click on the orange box marked “PLACE HOLD” below the cover image

The screenshot shows the library's website interface. At the top right, there is a "Log In" link. The main header features the library logo and the name "Pine Bluff - Jefferson County Library System". A search bar contains the text "harry potter" with a clear button (X) and a "Search" button. To the right of the search bar are links for "Advanced Search" and "Reading Levels".

On the left side, there is a sidebar with a "Library Catalog" section showing 54 items. Below it, a "Searching" section indicates 7 locations and a "Change" button. A "Format" list includes Book (25), eBook (15), eResource (15), DVD (11), Projected (11), and Video Recording (11), with a "+ Show More" option. Other sidebar options include New Titles, Author, AR Reading Level, AR Interest Level, Series, Collection, Contributor Role, and Borrower Rating.

The main content area displays "Search Results for harry potter (Save Search)". It includes a "Sort By Relevance" dropdown and a "Select Action" dropdown. The first result is "Harry Potter (1998)" by Rowling, J. K., with a book cover image. It shows an "AR Reading Level: 5.5", a "Book" label, and a "4 Available" status with a link to "View Selected Locations". A "Place Hold" button is highlighted with a yellow arrow. The second result is "Harry Potter : page to screen, the complete filmmaking journey (2011)" by McCabe, Bob, with a book cover image, a "Book" label, and a "1 Available" status with a link to "View Selected Locations". It has "Place Hold" and "Add To List" buttons.

When prompted enter your Library Card Number or EZ Login in the first box and your PIN number in the second box (Please contact the library circulation desk [here](#) if you need this information)

If you have created an EZ Log In you may submit your Username and Password in the appropriate boxes in lieu of your Student ID and PIN

The screenshot shows the website interface for the Pine Bluff - Jefferson County Library System. A modal window titled "Log In to your Account" is centered on the screen. The modal contains the following elements:

- Title:** Log In to your Account
- Instruction:** Log in with either your Library Card Number or EZ Login
- Input Fields:** Two text input boxes labeled "Library Card Number or EZ Username" and "PIN or EZ Password".
- Checkbox:** A checkbox labeled "Remember Me".
- Button:** A blue "Log In" button.
- Link:** A link labeled "Forgot your EZ password?".

The background of the website is dimmed. Visible elements include the library logo, the title "Pine Bluff - Jefferson County Library System", a search bar with the text "harry po", a "Search" button, and links for "Advanced Search" and "Reading Levels". On the left, there is a "Library Catalog" section with a count of 54, and a "Searching" section showing "7 Locations". A sidebar menu lists various media formats like Book, eBook, eResource, DVD, etc. The main content area displays a book entry for "Harry Potter : page to screen, the complete filmmaking journey (2011)" by McCabe, Bob, with a "1 Available" status and buttons for "Place Hold" and "Add To List".

Once you have logged in, you will be prompted to select the pickup location for the item. This is the branch you will retrieve the item.

The screenshot shows the Pine Bluff - Jefferson County Library System website. A modal window titled "Place a Hold" is open for the item "Harry Potter". The modal contains a "Pickup Location" dropdown menu with the following options: Main, Altheimer, Childrens, Main (highlighted), Redfield, Watson Chapel, White Hall, and eResource Branch. Below the dropdown, there are two radio button options: "I want the first" (selected) and "I want a specific". At the bottom of the modal are "Submit Hold" and "Cancel" buttons. The background shows a library catalog interface with search filters on the left and item details on the right.

After selecting the branch/pickup location, select the "I want a specific copy" option. Choose one library that will send the item to your pickup location.

Place a Hold

Harry Potter

Pickup Location:

Select One

I want the first available copy

I want a specific copy

<input type="checkbox"/>	Watson Chapel	Young Adult Fiction	YA F RO	Lost
<input type="checkbox"/>	Redfield	Young Adult Fiction	YA F RO	Checked In
<input checked="" type="checkbox"/>	Alzheimer	Young Adult Fiction	YA F RO	Checked In
<input type="checkbox"/>	Alzheimer	Young Adult Fiction	YA F RO	Checked In

A message at the top of the page confirms that your hold has been placed
The Library will contact you via phone, email, or text when the item is available for you to check out