

## 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 search button and 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. A "Format" list includes Book (25), eBook (15), eResource (15), DVD (11), Projected (11), and Video Recording (11). Other filters 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". The first result is "Harry Potter (1998)" by Rowling, J. K., with an AR Reading Level of 5.5. It is marked as "4 Available" and has a "Place Hold" button highlighted with a yellow arrow. The second result is "Harry Potter : page to screen, the complete filmmaking journey (2011)" by McCabe, Bob, marked as "1 Available" with a "Place Hold" and "Add To List" button.

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 overlaid on the page. The modal contains the following elements:

- Title:** Log In to your Account
- Instruction:** Log in with either your Library Card Number or EZ Login
- Form Fields:**
  - Library Card Number or EZ Username
  - PIN or EZ Password
- Checkbox:** Remember Me
- Button:** Log In
- Link:** Forgot your EZ password?

The background of the website shows a search result for the book "Harry Potter : page to screen, the complete filmmaking journey (2011)" by McCabe, Bob. The book is currently available at 1 location. The interface includes a search bar, a navigation menu on the left, and a "Log In" button in the top right corner.

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 book 'Harry Potter : page to screen, the complete filmmaking journey (2011)'. The modal contains the following elements:

- Title:** Harry Potter
- Pickup Location:** A dropdown menu with 'Main' selected. The dropdown list includes: Main, Altheimer, Childrens, Main (highlighted), Redfield, Watson Chapel, White Hall, and eResource Branch.
- Select One:** Two radio button options:   
● I want the first   
○ I want a specific
- Buttons:** 'Submit Hold' (blue) and 'Cancel' (grey).

The background shows the library catalog interface with a sidebar on the left containing 'Library Catalog', 'Searching 7 Locations', and a 'Format' list (Book, eBook, eResource, DVD, Projected, Video Recording). The main content area displays book details, including '4 Available' for the first item and '1 Available' for the second item, with 'Place Hold' and 'Add To List' buttons for each.

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