

# How to Place Hold / Reserve the Book

If any title listed in the library catalogue but copies are borrowed by other borrowers. In order to safeguard the availability of the title and copies, borrower can put a hold (reserve) the copies. Here are the steps for placing a hold.

1. URL: [172.16.21.8/](http://172.16.21.8/)

2. Login Step

Login with your library account using your **Enrollment number and Password** as given below:

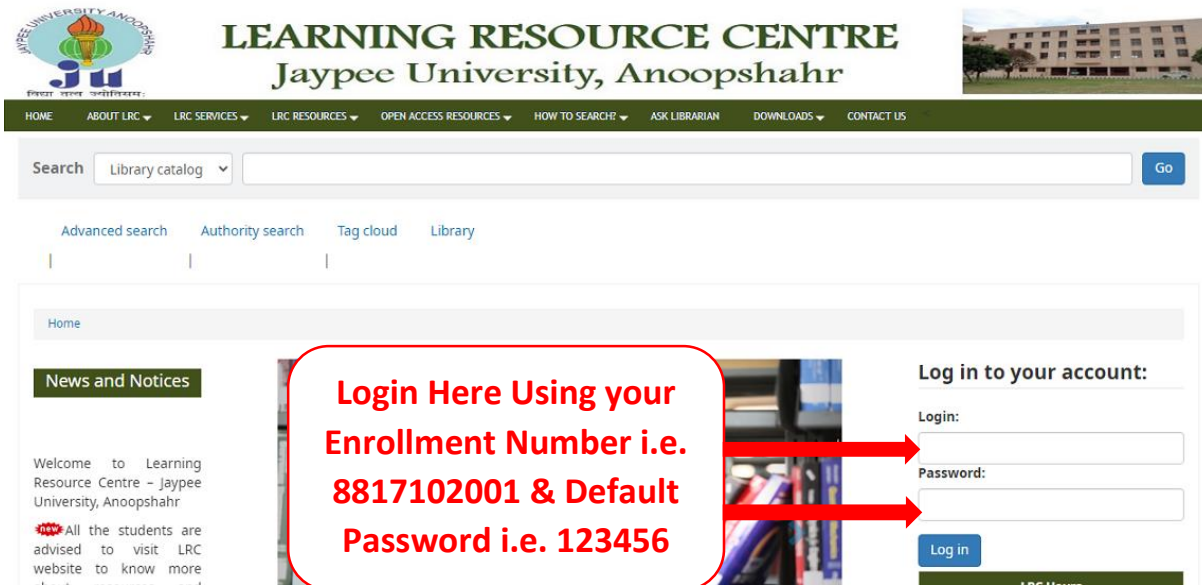


Figure 1: Login Window

3. Conducting a Search

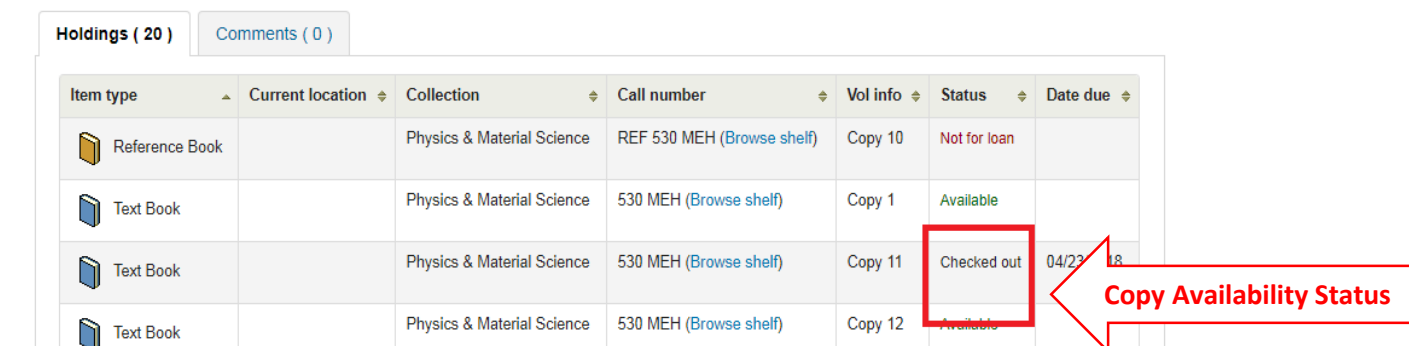
Search for the title you are looking for.



Figure 2: Searching a title and details

## 4. Copy Availabilities

Look for the status of availability, if not available the borrower can put it on hold

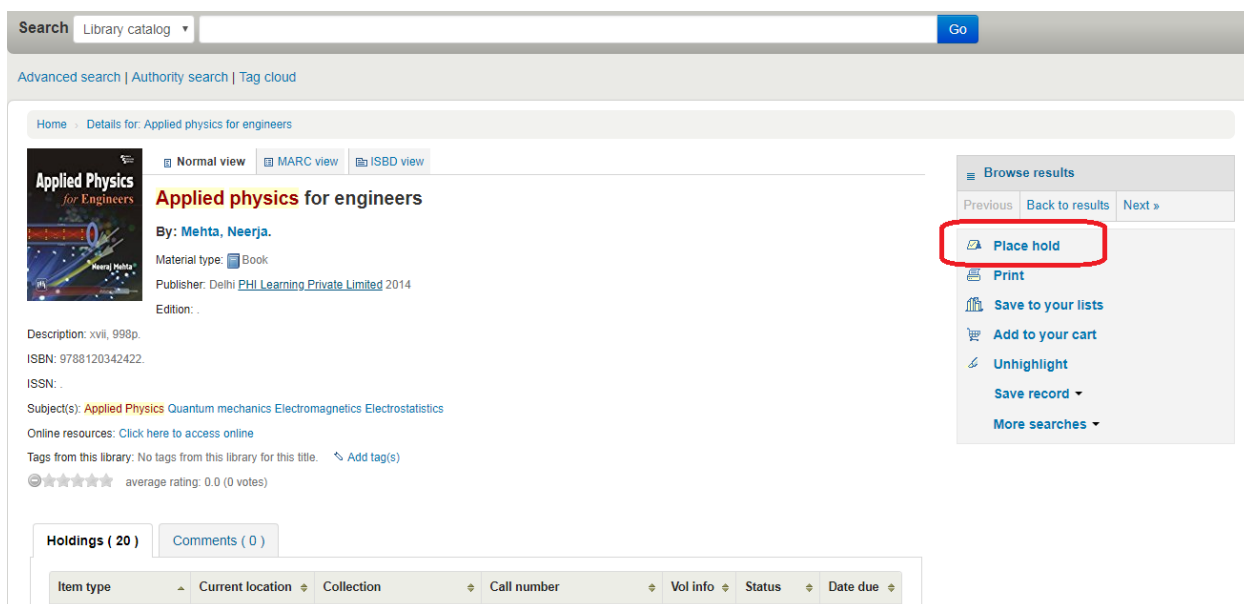


| Item type      | Current location | Collection                 | Call number                                  | Vol info | Status       | Date due |
|----------------|------------------|----------------------------|--|----------|--------------|----------|
| Reference Book |                  | Physics & Material Science | REF 530 MEH ( <a href="#">Browse shelf</a> ) | Copy 10  | Not for loan |          |
| Text Book      |                  | Physics & Material Science | 530 MEH ( <a href="#">Browse shelf</a> )     | Copy 1   | Available    |          |
| Text Book      |                  | Physics & Material Science | 530 MEH ( <a href="#">Browse shelf</a> )     | Copy 11  | Checked out  | 04/23/18 |
| Text Book      |                  | Physics & Material Science | 530 MEH ( <a href="#">Browse shelf</a> )     | Copy 12  | Available    |          |

Figure 4: Copy availability status

## 5. Placing and Hold

Along the side of title details look for the “Place Hold Button”



Search

Advanced search | Authority search | Tag cloud

Home > Details for: Applied physics for engineers

**Applied physics for engineers**  
By: Mehta, Neerja.  
Material type: Book  
Publisher: Delhi PHI Learning Private Limited 2014  
Edition: .

Description: xvii, 998p.  
ISBN: 9788120342422.  
ISSN: .  
Subject(s): Applied Physics Quantum mechanics Electromagnetics Electrostatistics  
Online resources: [Click here to access online](#)  
Tags from this library: No tags from this library for this title. [Add tag\(s\)](#)  
average rating: 0.0 (0 votes)

Holdings (20) Comments (0)

| Item type | Current location | Collection | Call number | Vol info | Status | Date due |
|-----------|------------------|------------|-------------|----------|--------|----------|
|-----------|------------------|------------|-------------|----------|--------|----------|

**Place hold**  
Print  
Save to your lists  
Add to your cart  
Unhighlight  
Save record  
More searches

Figure 5: Place Hold

## 6. Choose Copy Details

If want to place hold on specific title, then choose the option or proceed to confirm the hold.

## 7. Hold Confirmation

Whenever the copy return to the library, borrower will get an alert through registered email address. The book will be kept on hold for 24 hours, if the borrower fails to collect the copies, it will be pass on to next borrower or return to the shelving area.

**Please Note:** in Order to ensure the proper alerting, the borrower must update valid email address and phone number in order to make proper contact.

**FOR FURTHER ASSISTANCE, PLEASE CONTACT  
CIRCULATION HELP DESK**