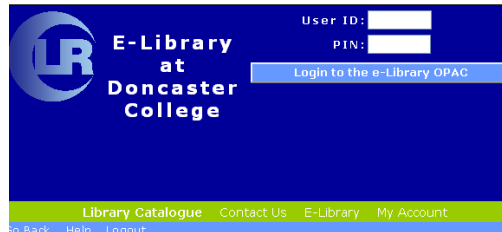


Placing a hold

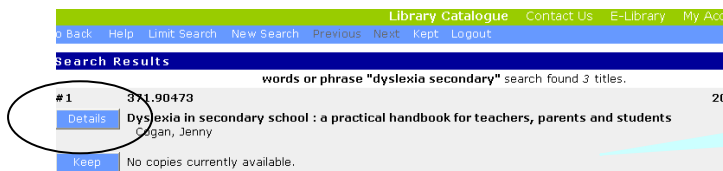
1. Log in to the Web Catalogue

Login in

Enter your user ID and PIN. The user ID is the DC number on your College Card. Ask at the LRC reception for your PIN.



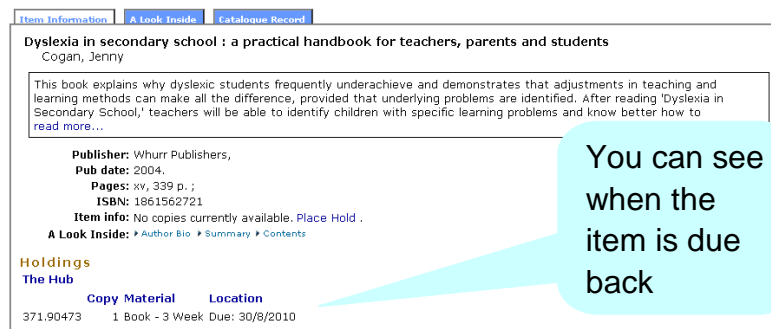
2. Search for the item you are looking for and click the **Details** button.



This item is on loan

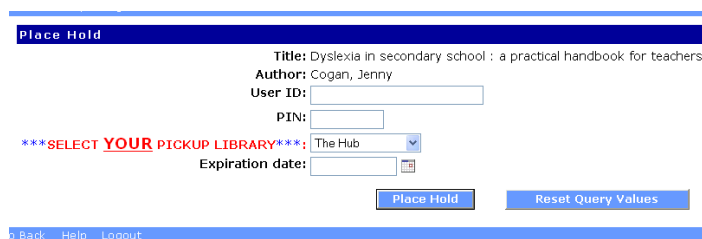
3. Click the **Place Hold** link to place a hold. Note that you can only do this if the item is on loan to someone else.

Click Place Hold



You can see when the item is due back

4. Select the LRC you want to pick the item up from. Enter a date after which you will no longer need the item. Click the **Place Hold** button.



When the item is returned to the LRC we will inform you.