



# Holds

Placing a Hold is an excellent way to make sure that you will have access to just the resource you need right when you want it. It sets into process a librarian removing the book you want from the shelf and setting it aside just for you. These books can even come from our partner library at CSBS, vastly increasing your access and choice!

## How to Place a Book on Hold

**Summary:** To place a hold on an item log into ABC's catalogue, available from the catalogue link on the Library Website. Find the item you want to place a hold on using the search bar and then click 'Place Hold'. Make any advanced changes that you need, and confirm the hold.

1. Log into the Catalogue
  - a. You can access this by pressing the 'Catalogue & Databases' button in the top right corner of the sidebar on any page on the [library website](#)
2. Login on the right hand side using your username (firstname.lastname) and password.
  - a. If you haven't logged in before you might not have a password. Email [library@abccampus.ca](mailto:library@abccampus.ca) and I will get you set up.
3. Search for the item you want using the search bar at the top of the page.
4. Click onto a book record by clicking its title link in the search.
5. The top button on the menu on the right is 'Place Hold'. Click it.
6. Makes sure that the checkbox next to 'Place a hold' is checked (it should be automatically) and then click 'Confirm Hold'.
7. Your hold has been placed!

**More Information:** The screen you find yourself on now is the summary of your account. You can see all the items you have out or have holds on by using the tabs underneath your name. Or you can search for another item in the search bar above.

## Receiving Your Hold

**Summary:** Normally holds would be picked up from ABC's library and checked out. At this time we will be utilizing the Canada Postal Service to mail any holds directly to the address ABC has on file for you. So be sure to check your mail!

1. Your items will be checked out to you before they are sent in the mail.
  - a. Don't worry about your loan period wasting – there will be no overdue fines.
2. Check your mail to receive your items!
  - a. We don't yet have a perfect estimate of how long it takes between being sent and received, but so far it's been about 2 days.
3. Please be careful when opening the package.
  - a. Libraries reuse packaging materials many times and if a package is opened recklessly they must be disposed of instead.
  - b. We take precautions to make sure books won't be damaged by rough opening.
4. Save the envelope and packaging materials somewhere safe.
  - a. The Library will be asking for these back to reuse, either when you send it back to us, or when the library reopens.
5. Take the return label sheet out of the top book and put it somewhere safe.
  - a. This label is what ensures you free shipping to return your book to the library.  
*Don't lose it!*
6. Enjoy your hold!



## Returning Your Hold

**Summary:** When you are ready to return your hold you will need the envelope and packing materials it was shipped with and the return label. Tape the package shut, the return label covering the previous sending label, and drop it off at your local post office. Or you can wait until the library reopens to return it off in person without overdue fines.

1. Collect the packaging material and the return label that you set aside.
2. Repack the book into its package, as close to the way you took it out as possible.
3. Tape the package shut.
4. Tape the return mailing label securely to the outside of the package, ensuring that it covers the old label to avoid confusion.
5. Post it! (No stamps or paying for postage required.)
  - a. Warning: The no stamps/payment thing can sometimes confuse postal workers if you drop it off in person and they aren't familiar with it.

**OR**

1. Keep the book until we open again!
  - a. We won't be charging overdue fines while we aren't open, but if you lose it or damage it we will be charging our regular steep fees for that.
2. Keep the packaging materials and return them with the book.