1. Requesting Holds for Items in the Storage Location:

- Patrons can request Holds on retrievable Items in Storage (General Purpose Building). Holds can be placed by patrons directly through the WebOPAC using the Request Hold button.

- The Storage location is the only collection that will have Items with the status of “In Library” available for Holds.

2. Login Screen:

- If the patron isn’t login to MyLibrary before they click on the Request Hold button, they will be prompted to login.

- On the above screen, the patron can specify a date after which they no longer want the item. They must do so before they click on the SUBMIT button.
3. Selection Screen:

- On the selection screen, the patron can select only one item at a time by clicking on the button corresponding to the item they want. The selection button is in the column under MARK.

- The "REQUEST SELECTED ITEM" button is at the bottom of the screen.

- In the above example, note that items located in any of the campus libraries are not available to be requested. There will not be a selection button under the MARK column beside these items.
4. Notification Screen:

- Above is an example of the notification screen indicating that the “request was successful”.
- The “Main Circulation Desk” appears under the item display as the pick up location.