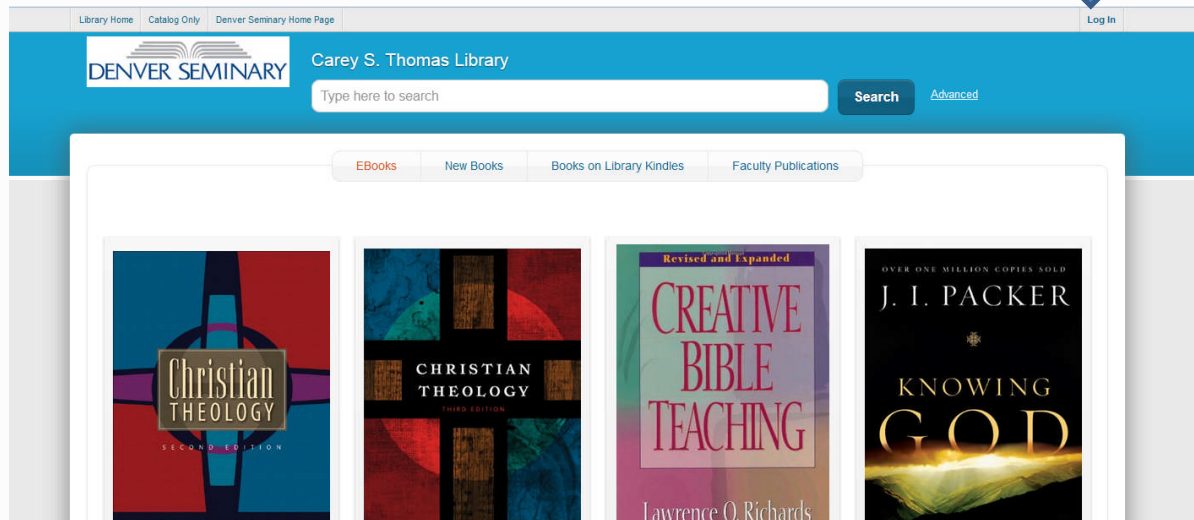


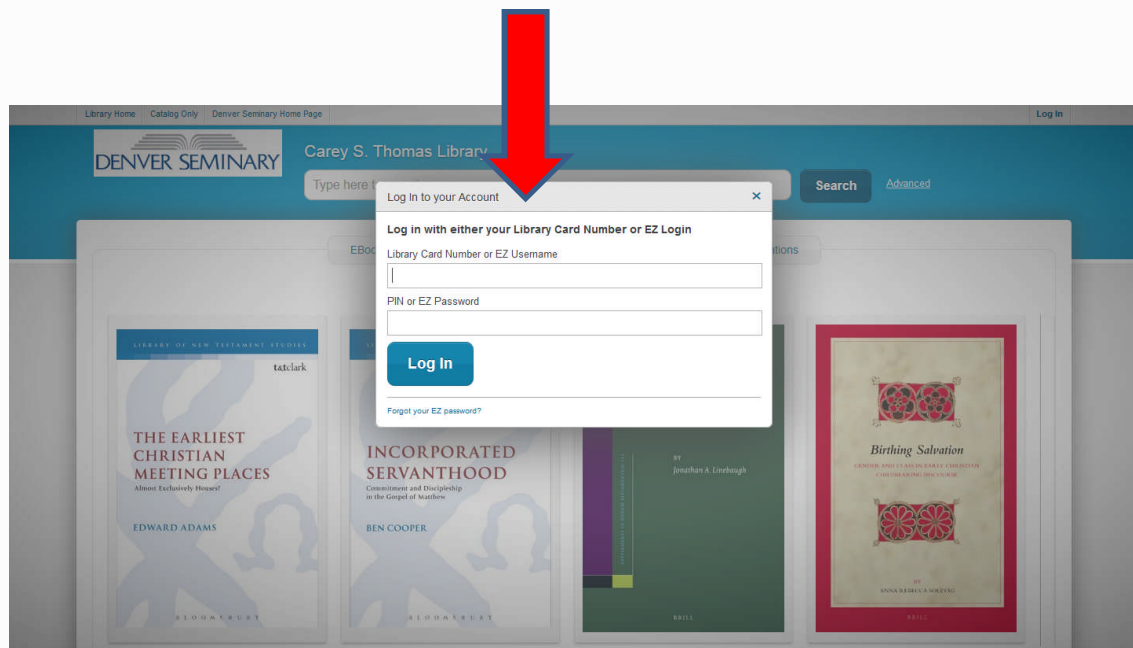
# LS2PAC - Placing Holds (Requests)

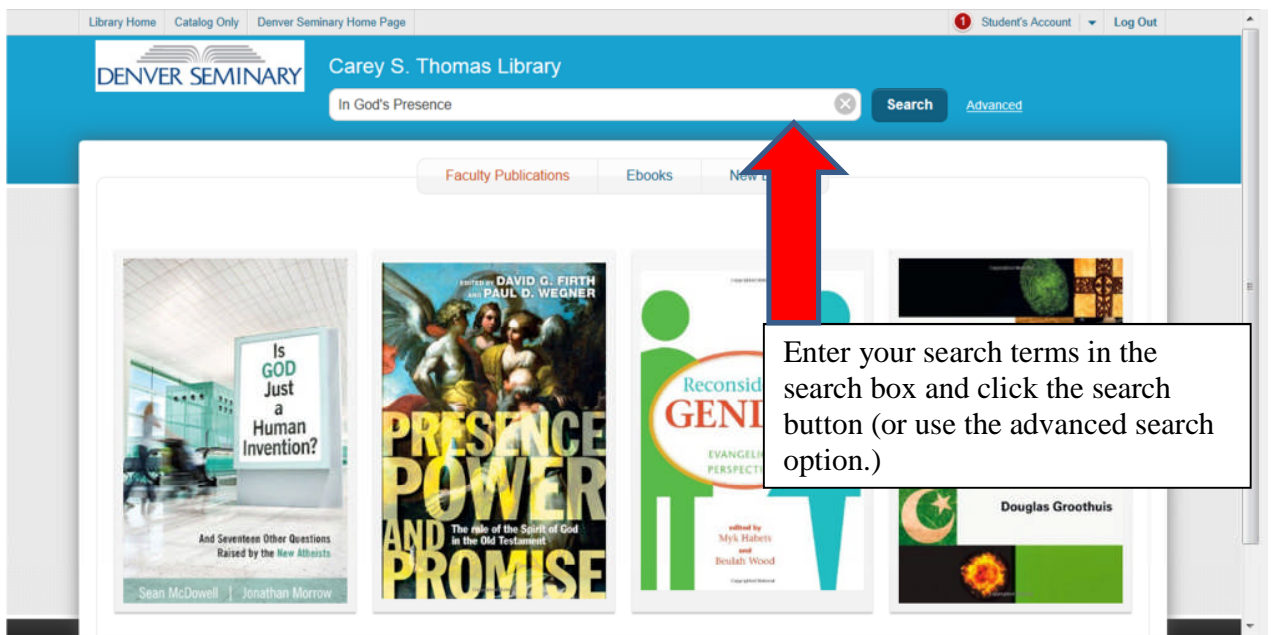
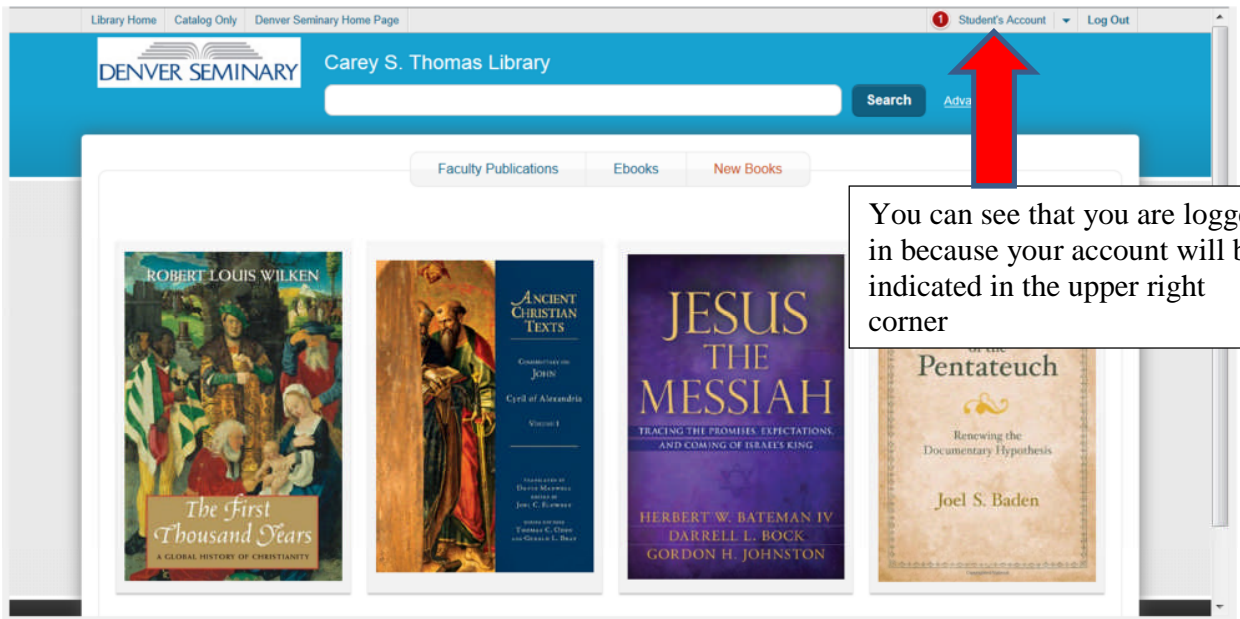
Although not necessary, it is a good idea to log in before you begin searching.

To log in: Click on the log in button -



Enter your 14 digit library barcode in the Library ID box and your personal PIN number in the PIN box or enter your EZ Login if you previously set one up.





At the search results screen you can determine if an item is available or is checked out. **IMPORTANT** – you will not be able to place a hold on an item that is available but you will see where to locate it in the library. If an item is not available, you may place a hold on it.

The screenshot shows the library's search results for "In God's Presence". The search bar at the top contains the text "In God's Presence". The results are sorted by relevance. The first result is "In God's presence : theological reflections on prayer (1996)" by Suchocki, Marjorie. It is marked as "1 Available at C.S. Thomas Library" and has a "Place Hold" button that is disabled (greyed out). A red arrow points from a text box to this button. The second result is "In God's presence : encountering, experiencing, and embracing the holy in worship (2010)" by Standish, N. Graham. It is marked as "Not Available at C.S. Thomas Library" and has a "Place Hold" button that is active (orange). A red arrow points from a text box to this button. The third result is "In the presence of God (1999)" by Sproul, R. C.

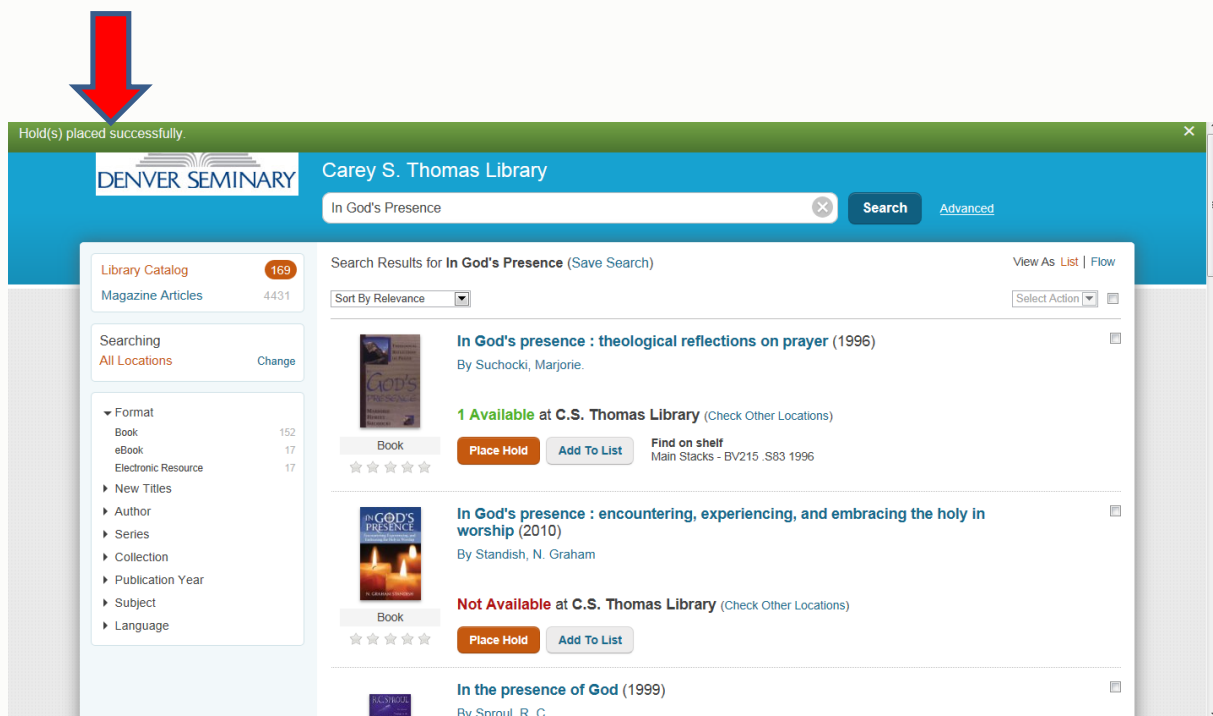
**You will not be able to place a hold on this book**

**You will be able to place a hold on this book**

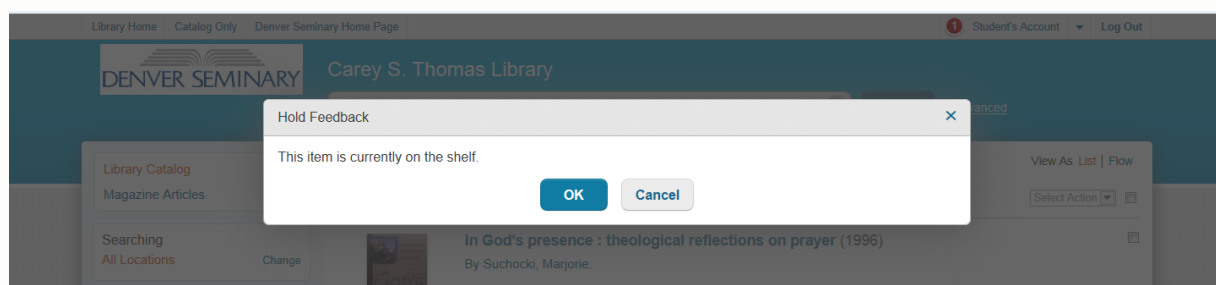
When you click on "Place Hold" for an item that is checked out, you will see a pop up window. Click in the appropriate item selection (it is sometimes best to select "I want a specific copy". If so, you will have the opportunity to select the specific copy. ) Click on the Submit Hold (or Cancel) button. (If you are not already logged on, you will be prompted to enter your account information first.)

The screenshot shows a "Place a Hold" pop-up window. The title of the book is "In God's presence : encountering, experiencing, and embracing the holy in worship". The pickup location is set to "C.S. Thomas Library". Under "Select One", there are two radio button options: "I want the first available copy" (which is selected) and "I want a specific copy". At the bottom of the window are "Submit Hold" and "Cancel" buttons. The background shows the same search results as the previous screenshot, with the "Place Hold" button for the second book now active.

If the hold was placed successfully, you will see a notification at the top of the screen indicating that the hold was placed.



If you attempt to place a hold on an item that is available in the library, you will see a message telling you that the item is on currently on the shelf. You may close the window or click either OK or Cancel. In any case, the hold has not been placed because the item is available in the library.



You may check on the status of your holds by accessing your account, clicking the Account Activity tab and choosing "Holds." You can view your pending holds as well as holds that are ready to pick up. (Holds not picked up within 7 days of notification are automatically cancelled.) You also have the option of canceling your holds, suspending them for pickup at a late time, or reactivating previously suspended holds.



Search

[Advanced](#)

Student's Account (Log Out)

Status: Active

Account Summary

Account Activity

Saved Lists

Saved Searches

Loans	0
<b>Holds</b>	<b>1</b>
Fines	\$6.80
Loan History	

Holds: 1 Arrived: 0

[Print Holds](#)

Sort By Status

[Re-activate](#) [Suspend Until](#) [Cancel Hold](#)



**In God's presence : encountering, experiencing, and embracing the holy in worship (2010)**

By Standish, N. Graham, 1959-

Position In Queue: 1

Pickup Location **C.S. Thomas Library**

Book

[Cancel Hold or Suspend Until](#)

