



**Is the book you want checked out? Is the video you want in a branch far from you?**

- 🔒 You can place a hold for items that are checked out and request items from other branches be sent to your local branch.
- 🔒 When you place a hold on an item that is checked out, you will be put on a waiting list. The first copy returned to the Library system will be held for you *if* you are the next person in line for it. Otherwise, the next available copy will be held for you according to your place in the line.
- 🔒 When you request items from another branch, please allow up to a week or more for processing and delivery to your branch.

**So how do I place a hold or request library items?**

1. Find what you're looking for in the LEO catalog [if you need help using the LEO catalog, refer to *Searching the LEO catalog* handout or ask a staff member for help].
2. You can place a hold from the short search results view:

This is the total number of copies in circulation

This is the number of people waiting for this item

CLICK HERE TO PLACE THE HOLD

3. You can also place a hold from the detailed catalog record:

CLICK HERE TO PLACE THE HOLD



4. You will be asked to login:

Login

Please enter the following information and remember to logout before leaving this PC:

Barcode #:

PIN or the last 4 digits of your phone number:

1. ENTER YOUR BARCODE NUMBER HERE. NO SPACES BETWEEN NUMBERS

2. ENTER YOUR PIN HERE

3. CLICK TO LOGIN

**CAN'T LOG IN?**  
Check your PIN with a staff member

5. After you log in, you should see a request confirmation screen like this one:

Request Confirmation

Mary, Mary :  
by Patterson, James, 1947-

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You will be notified when this title is available by: MAIL

Select a location to pick up the material:

Your request for this title will be effective until: 03/14/2007

1. VERIFY YOUR REQUEST

2. SELECT YOUR PICK UP LOCATION BY CLICKING ON THE DOWN ARROW

3. CLICK TO REQUEST

6. After you click on the "Request" button, you will get a confirmation message:

Your request has been successfully placed

Mary, Mary :  
by Patterson, James, 1947-

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You will be notified when this title is available by: **MAIL**

Pickup location for this request will be: **Mid-Manhattan Library**

Your request for this title will be effective until: 03/14/2007

CLICK HERE IF YOU WANT TO PLACE MORE HOLDS

CLICK HERE IF YOU ARE FINISHED

You will be notified when the item is available for pickup by a card in the mail or email notification if you have it set up.

**Remember:**

- ☞ You will get a notification card in the mail that your hold is ready for pick up. If you have registered your email, you will automatically get your notification by email.
- ☞ You can check the status of your holds in "My Account" in the LEO Catalog.
- ☞ You have ten days after the notification is sent to pick up your hold. After ten days, the item will be go to the next person in line or back into circulation.
- ☞ You can have up to 15 holds in your account.
- ☞ It may take up to a week or more to process your hold or request (*depending on the volume of requests*).