

## Place a Hold from the Web

You can place a hold on a book from an off-campus computer.

1. From the AUS Library home page, <http://www.antiochsea.edu/lib/index.html>, open the catalog by clicking on the Library Catalog button.



2. Search the catalog for a book or other items. When you find the item you want, click the "Place Hold" button to the left of the title.



3. You will be asked to enter your patron/alternate ID number and your PIN. The patron number is your student ID (or datatel) number. The PIN is the last 4 digits of your patron number (you can change it). For pick up branch, scroll the drop down box to "AUS Library".
4. Click the "Submit Request" button.
5. That's it! You'll see a message letting you know that the book is on hold for you and that the library will inform you when it is ready to be picked up.
6. To see what items you have placed on hold, you can go to the library catalog page <http://www.youseemore.com/AUSLibrary/default.asp>, and click on "My Account". This allows you to see the status of your holds, or to cancel the hold if you wish.