

Need a Book that is Checked Out? PLACE A HOLD

If a Beam Library book is checked out and you want to know when it is returned, PLACE a HOLD on the book (see example below). You will be notified via your OC email address when the book is returned. The book will be reserved for you at the library's circulation desk for seven days. If after that time you have not checked out the book, your hold will be removed and the book will be shelved.

How to Place a Hold

1. The book you found in the Beam Library catalog is checked out. Click on the book's title.

The screenshot shows the search results for "The Great Fire Murphy" by Jim Murphy. The search bar at the top contains the text "The Great Fire Murphy" and a search icon. Below the search bar, there are navigation options: "Library Links" and "Tamil". The search results are sorted by "Library". The first result is "The great fire" by Jim Murphy, which is highlighted with a blue border. A red arrow points to the book title. Below the title, it says "Checked Out, Due 8/1/19" and "Main Library Juvenile Book - Children's Library F548.42 M87 1995". The second result is "Contemporary western artists" by Peggy Samuels and Harold Samuels.

2. Click on **Place Hold**

The screenshot shows the book details page for "The great fire" by Jim Murphy. The page is divided into two columns. The left column contains the book cover, title, author, and publication information. The right column contains the book details, including the title, author, and publication information. A red circle highlights the "Beam Library" section, which shows "0 available" and a "Place Hold" button. The "Place Hold" button is also highlighted with a red circle.

3. Sign into your account. If it's the first time, you will need to set your password

SIGN IN

OC Email*
kimberly.cannon@oc.edu

Password*

SIGN IN

SET/RESET PASSWORD

4. Complete the online form and click on **Submit**

Submit a Place Hold Request
Required *

i 0 available from 1 copy of this title.

 The great fire
by Jim Murphy

 Print Book
OCLC Number: 30070801

I need *

Any Copy

I want it from

Main Library Juvenile Book - Children's Library

I want to pick up at *

Main Library

▶ Dates I need it

Item description(s)/Notes

Submit **Cancel**

5. Confirmation of successfully placing a hold.

Place Hold Submitted

✓ You are 1 of 1 in the hold queue.

 The great fire
by Jim Murphy

 Print Book
OCLC Number: 30070801