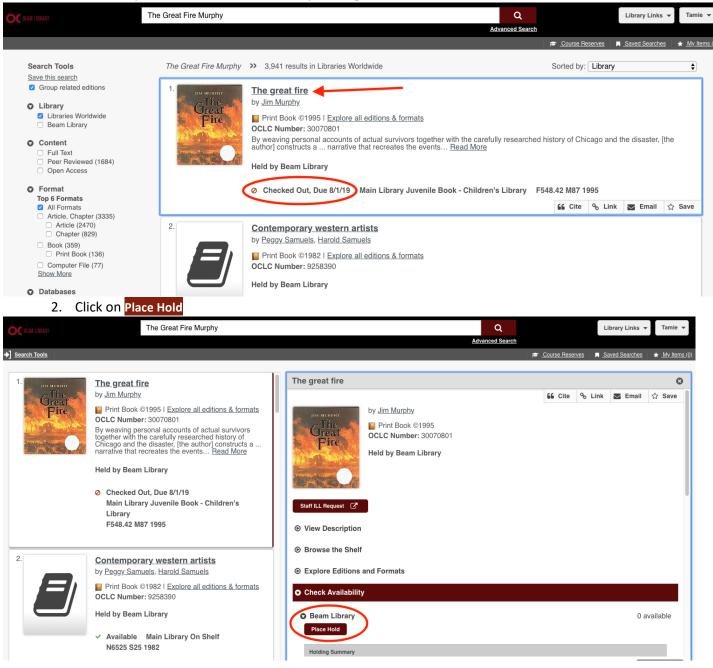


## Need a Book that is Checked Out? PLACE A HOLD

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.



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 Required *	Place Hold Request			
<b>1</b> 0 av	vailable from 1 copy of this title.			
The Great Fire	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			
	<ul> <li>Dates I need it</li> </ul>			
Item description(s)/Notes				
		<i>I</i> .		
	Submit Cancel			

5. Confirmation of successfully placing a hold.

Place Hold Submitted

