



How to place a Hold on an Item in NEOS

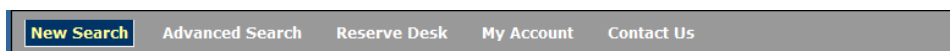
- Use the “**How to Search the NEOS Catalogue**” sheet to find books within NEOS.
- Once you have found the item, check the locations where the item is available.

- **How do I know the locations?**
 - **TAYLOR:**
 - **On Shelf:**
 - While on campus, please do not place a hold on Taylor books if they are available in the Library.
 - If you plan to pick up the book at Taylor, then please come in and take the book from the shelf, **UNLESS** you are requesting the pick up location to be a different Library (ie., Concordia Library).
 - **Currently Checked Out, or in Transit**
 - Place a hold on the book and once it has been returned, it will be available on the Hold Shelf
 - **Other NEOS Locations**
 - Place a hold on the item, unless that Library has a restriction that requires it to be a “Local Loan”, which restricts the use to the patrons from that library.
 - Books placed on hold will usually come within 2-5 days. The Bin is delivered Monday-Friday. A notification will be sent to your email to let you know your books are ready.

How Do I place a Hold?

- 1) Above the list of locations click the “**Request/Hold This Item**” link
- 2) Signing in
 - a. User ID: your entire Library Card Number (13 digits)
 - b. Password: Last 4 digits of your library card
 - i. This can be changed under “My Account” – ask circulation desk for assistance
- 3) Pickup Location:
 - a. Shows a list of all available pick-up locations
 - b. Make sure you double check the pick-up is Taylor, unless you want to pick it up at a different location
- 4) To finalize, click “Place Hold

A review of your information and the book you placed on hold will then come up, as well as an expiry date, which is usually 2 months. If the request is not filled within that time, then it will be cancelled automatically.



How do I look to see if I have a book on hold?

You can check which books you have on hold, and which position in the queue you are to receive them by clicking on “My Account” located at the top of the page, and entering the same sign on information that you did to place the hold (see above).

Please see the Circulation Desk if you have any questions.