

7. Placing holds through the iBistro catalogue

Type in your search words in the Quick Search box and select words or phrase, author, title, subject, series or periodical title in the drop down menu then click on **Search**.

The search for the book “the Kite runner” gives the following results:

The screenshot shows the library's website header with the logo and navigation links. The search results section displays two entries. The first entry, #1, is for 'The kite runner' by Hosseini, Khaled. It shows 12 copies available at various libraries. A red arrow points to the 'Place Hold' button for this entry. A 'Continue search in: Google' button is also visible on the right.

Record # 1 has 12 copies available – click on **Place hold**.

The screenshot shows the 'Place Hold' form. It includes fields for Title, Author, user ID (with a sample value of 35/2386151), PIN, pickup location (a dropdown menu with 'Ballarat' selected), and expiration date (with a sample value of 12/8/2009). There are 'Place Hold' and 'Reset Query Values' buttons at the bottom.

Type your **user ID** in the box – your user ID is your library card number with the 35/ at the beginning.

Type your **PIN** in the box – If you already have a PIN it will stay the same; if you don't have a PIN you will need to contact library staff to get one.

New members' PINS will be the last 4 numbers of the user ID (library card number).

Select which library you want to pick up the book from by clicking on the drop down menu next to the **pickup at** box.

Click on **Place Hold** button.

Click on the blue **OK** to confirm the hold.

When the hold is available you will be sent a notice telling you that you have 10 days, from the arrival of the item at your designated library, in which to pick it up.

There is no charge for holds on items from branches of Central Highlands Regional Library Corporation or from SWIFT libraries.