

How to Place a Hold on Books?

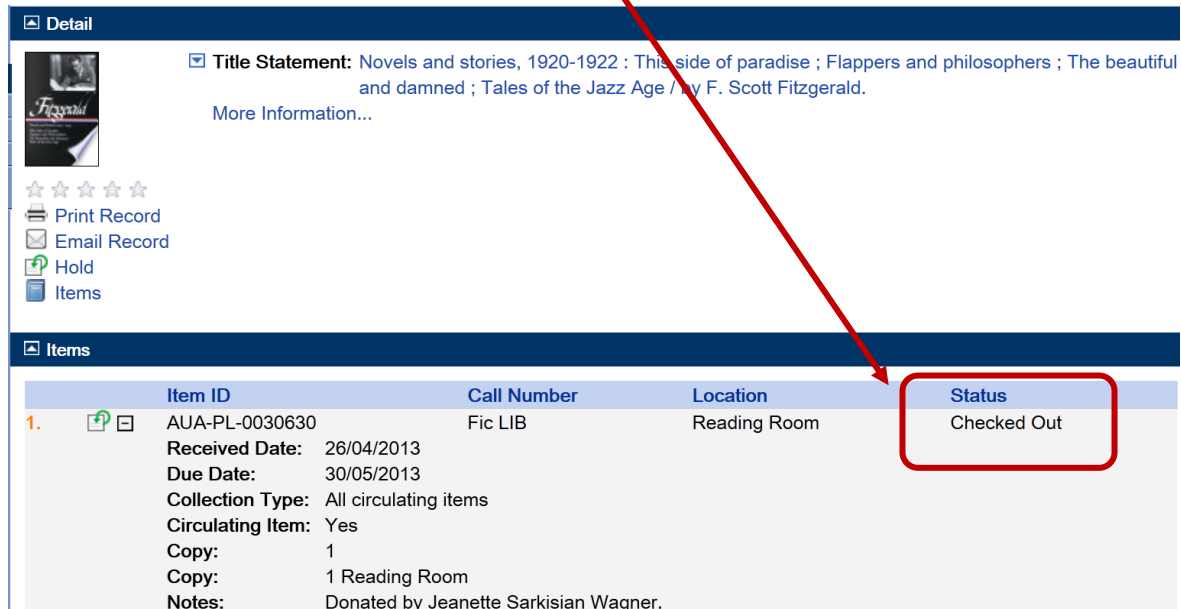
When you wish to borrow a library item that is checked out by another patron, you may place hold on that item by

- ✓ Asking Circulation Desk Assistant to hold it for you, or
- ✓ Placing Hold online using your Library account.



Please, follow the corresponding instructions below.

1. Go to the Library catalog at <http://a10310uk.eos-intl.eu/A10310UK/OPAC/Index.aspx> and search the item you need.

2. The Status of Library item tells **Checked out**



The screenshot shows the 'Detail' section of a library catalog entry for 'Novels and stories, 1920-1922 : This side of paradise ; Flappers and philosophers ; The beautiful and damned ; Tales of the Jazz Age / by F. Scott Fitzgerald'. The 'Status' field in the 'Items' table is highlighted with a red box and labeled 'Checked Out'. A red arrow points from the text 'Checked out' to this box.

Item ID	Call Number	Location	Status
1.   AUA-PL-0030630	Fic LIB	Reading Room	Checked Out

Received Date: 26/04/2013
Due Date: 30/05/2013
Collection Type: All circulating items
Circulating Item: Yes
Copy: 1
Copy: 1 Reading Room
Notes: Donated by Jeanette Sarkisian Wagner.

3. Click on the Hold icon



The screenshot shows the same library catalog entry as above. The 'Hold' icon in the left-hand menu is highlighted with a red box and labeled 'Hold'. A red arrow points from the text 'Click on the Hold icon' to this box.

Item ID	Call Number	Location	Status
1.   AUA-PL-0030630	Fic LIB	Reading Room	Checked Out

Received Date: 26/04/2013
Due Date: 30/05/2013
Collection Type: All circulating items
Circulating Item: Yes
Copy: 1
Copy: 1 Reading Room
Notes: Donated by Jeanette Sarkisian Wagner.

4. Login screen will appear

The screenshot shows a web interface for logging in. At the top left, the text "Sign In" is displayed in green. Below this, there is a sub-section header "Sign In" in orange. The main area contains two input fields: "User ID:" and "Password:". Below the password field is a yellow button labeled "Sign In".

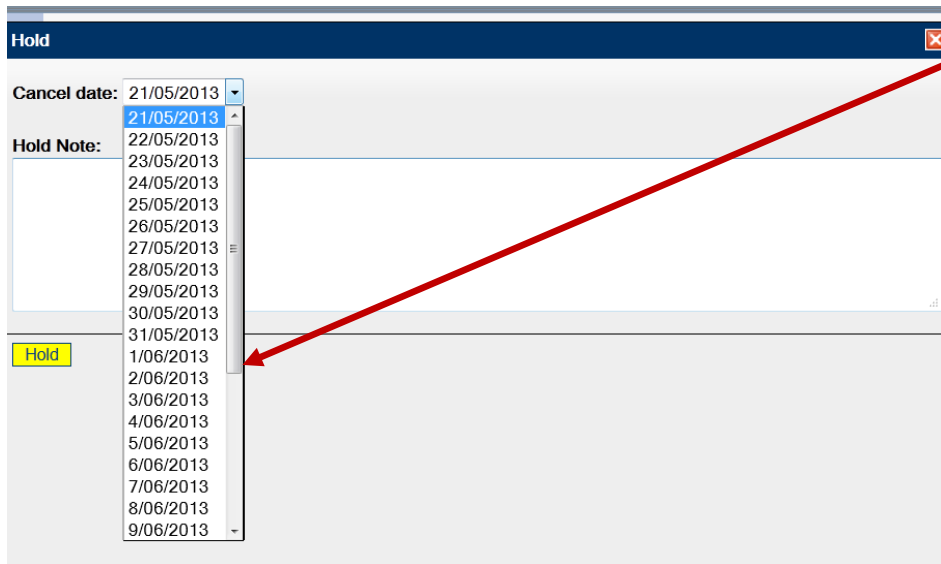
5. Enter your login information: User ID and Password

This screenshot is identical to the previous one but includes two red callout boxes with arrows pointing to the input fields. The first callout box, pointing to the "User ID:" field, contains the text "User ID is your library card barcode". The second callout box, pointing to the "Password:" field, contains the text "Password is your surname".

6. Hold screen will appear

The screenshot shows a window titled "Hold" with a dark blue header. Below the header, there is a "Cancel date:" field with a dropdown menu showing "21/05/2013". Underneath is a "Hold Note:" label followed by a large, empty text area. At the bottom left of the window, there is a yellow button labeled "Hold".

7. From **Cancel date** drop- down menu select the date after which you don't need the book.



The screenshot shows a window titled "Hold" with a close button in the top right corner. On the left side, there are two sections: "Cancel date:" and "Hold Note:". The "Cancel date:" dropdown menu is open, displaying a list of dates from 21/05/2013 to 9/06/2013. The date 21/05/2013 is highlighted in blue. A red arrow points from the text above to this date. Below the "Cancel date:" section is a yellow "Hold" button. The "Hold Note:" section contains a large, empty text area.

8. This screen tells that your hold was placed successfully.



The screenshot shows a window titled "Hold" with a close button in the top right corner. The main content area displays the text: "Hold placed." followed by "You are in position 1 on this hold list." Below this text is a yellow "Close" button.

When the book becomes available you'll be usually notified by phone.

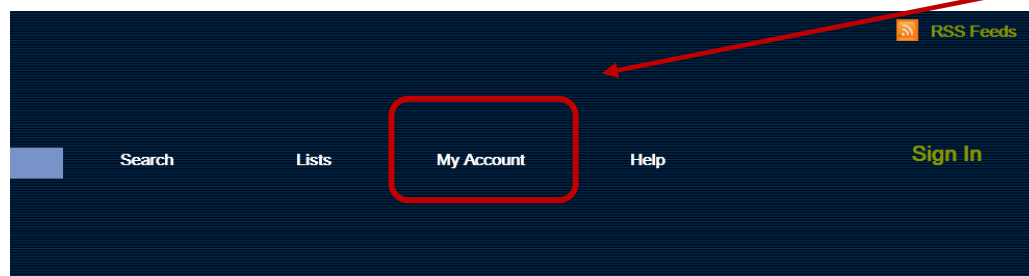
How to Delete/Cancel a Hold?

You may remove or cancel a Hold, by

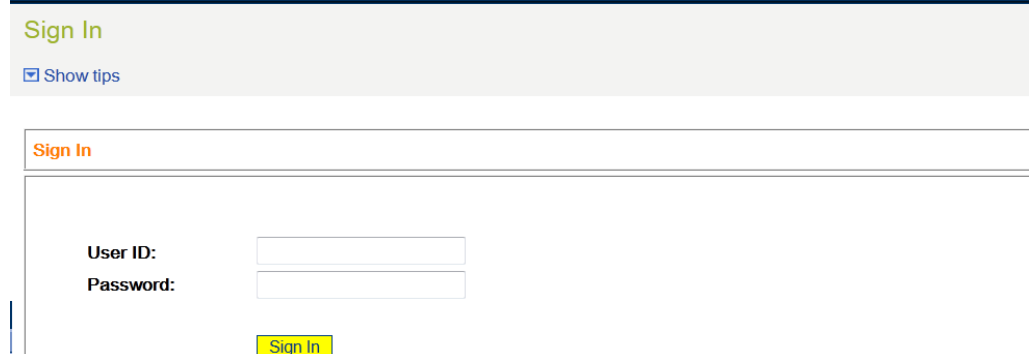
- ✓ Asking Circulation Desk Assistant to remove/cancel your hold, or
- ✓ Removing/Cancelling Hold online using your Library account.

Please, follow the corresponding instructions below.

1. Go to <http://a10310uk.eos-intl.eu/A10310UK/OPAC/Index.aspx> and click on **My Account**.

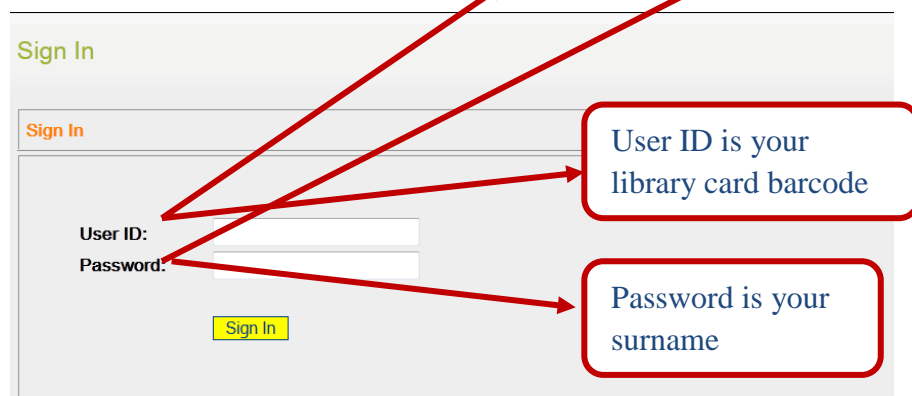


The screenshot shows the top navigation bar of the library OPAC. The 'My Account' link is highlighted with a red box. A red arrow points from the text above to this link. Other navigation links include 'Search', 'Lists', 'Help', and 'Sign In'. There is also an 'RSS Feeds' icon in the top right corner.



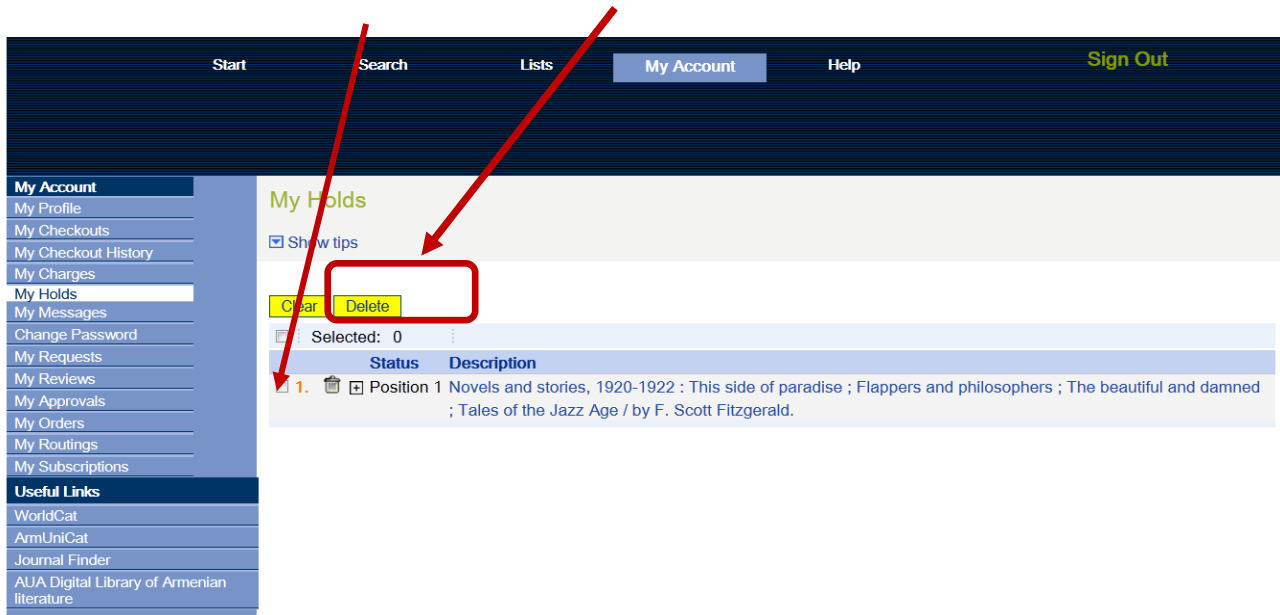
The screenshot shows the login form. It has a 'Sign In' header, a 'Show tips' checkbox, and two input fields labeled 'User ID:' and 'Password:'. A yellow 'Sign In' button is located below the fields.

2. Enter your login information: User ID and Password



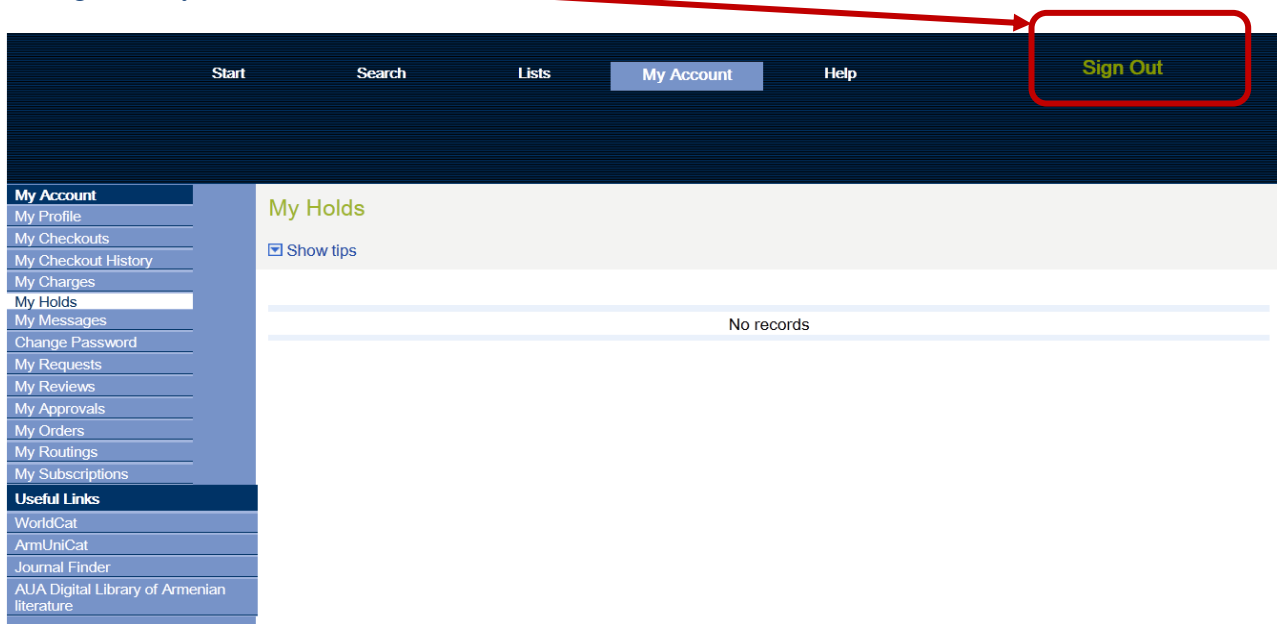
The screenshot shows the login form with two callout boxes. One box points to the 'User ID:' field and contains the text 'User ID is your library card barcode'. The other box points to the 'Password:' field and contains the text 'Password is your surname'. The 'Sign In' button is also visible.

3. Check the box next to title and click on **Delete**



5. The screen will appear confirming that hold has been deleted.

To log out of your account, click on



For more assistance/information, please, do not hesitate to contact us via

- ❖ Phone call 060 61-27-64
- ❖ email library@aua.am
- ❖ [Ask-a-Librarian](#)

Thank you.
Best regards,
Library Administration