

## Library and Information Services

### Placing a Hold

Items already on loan to other students or staff can usually be placed on hold (reserved).

**Place a hold in person** – ask staff at the Loans Desk

**Place a hold over the phone** – telephone your local campus library during [library hours](#)

**Place a hold online** – using the [library catalogue](#). Full instructions follow (you need your PIN)

#### Tips:

- You can only place a hold on items that belong to your home library
- You can only place a hold on an item that is on loan to someone else
- You may be placed in a queue if more than one person has placed a hold on that item.
- Your item will be available for pickup for 10 days from when you receive the notice.
- Your hold will expire if the item is not returned to the library within 45 days.
- You can place holds on 5 items at a time.
- You cannot place a hold on an item you already have on loan.
- You need a PIN to renew online – ask [library staff](#) for your PIN. (this is not the same as your DEC student password).

Go to the **TAFE NSW Library Catalogue**: [tafecat.tafensw.edu.au/tafecat.html](http://tafecat.tafensw.edu.au/tafecat.html)

Choose **your home library** from the drop down list of libraries. Click on **Go to the catalogue**:

Bega Campus Library

At the **Quick Search** screen, enter your search terms. For example:

#### Quick search

Essentials of life-span development


library:

Change library = ALL to **HERE** or **your home library**.

Click on **Search**. A list of items displays.

Click on a title from your results.

**Essentials of life-span development 3rd ed.**  
Santrock, John W.  
New York : McGraw-Hill, c2014.  
xxxvi, 424 p. : col. ill.

This library owns a copy: 

**If the item is on loan, you can place a hold.**

**Title:** Essentials of life-span development

**Author:** Santrock, John W.

#### Holdings

[Change Display](#)

**Bega Campus Library**

155/SANT

35555081564462

Due: 19/2/2014

If the item you want to borrow is out on loan, you will see a message on the left of the screen:

To place a hold, log in to TAFEcat in the top right corner of the screen.

Enter your **TAFECARD barcode number** (starts with 25555) and enter your **PIN**

When you are logged in, you will see a *Place Hold* link under the Item Details.

**Item info:**

No copies currently available. **Place Hold .**

Click on **Place Hold**.

Your pickup location will be shown as your Home Library

**Place Hold**

**Title:** Essentials of life-span development

**Author:** Santrock, John W.

Pickup at:

Click on the **Place Hold** button

**Place Hold**

This will bring up a **Results of Hold(s) Request** confirmation screen with your name and TAFECARD barcode number.

Your library will contact you by phone or mail when the items below are available.  
The contact phone number we have for you is 4229 0502

The expiration date for the hold is also displayed.

**Please check your phone number is correct** - if it is not correct, please contact the library on the phone number provided on the screen.

To view your holds, click on **My Account** and **Review My Account**.

Please contact [library staff](#) if you want to cancel one or more of your holds.

**Error messages:**

If you have not been successful in placing the hold, you will see a message:

**No items qualified for hold. A hold has not been placed.  
If you require assistance, please contact your local TAFE NSW library.**

OR – the following message displays if you already have the item on loan:

**User already has this title charged out**

**Please remember these tips:**

- You can only place a hold on items that belong to your home library
- You can only place a hold on an item that is out (to someone else)

February 2014