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

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

<table>
<thead>
<tr>
<th>Quick search</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essentials of life-span development</td>
</tr>
<tr>
<td>library: HERE</td>
</tr>
</tbody>
</table>

Change library = ALL to HERE or your home library.

Click on Search. A list of items displays.

Click on a title from your results.

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

Change Display

Due: 19/2/2014

www.illawarra.tafensw.edu.au
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.

![Login](image)

**Item info:**  
No copies currently available  
[Place Hold]

Click on **Place Hold**.

Your pickup location will be shown as your Home Library

Click on the **Place Hold** button

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)

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