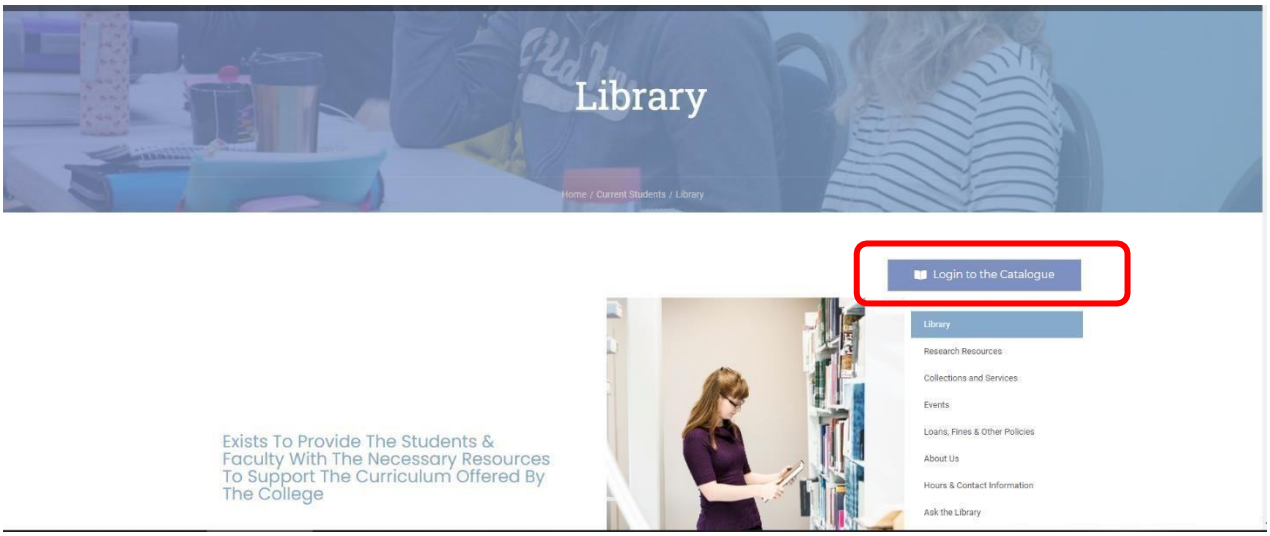
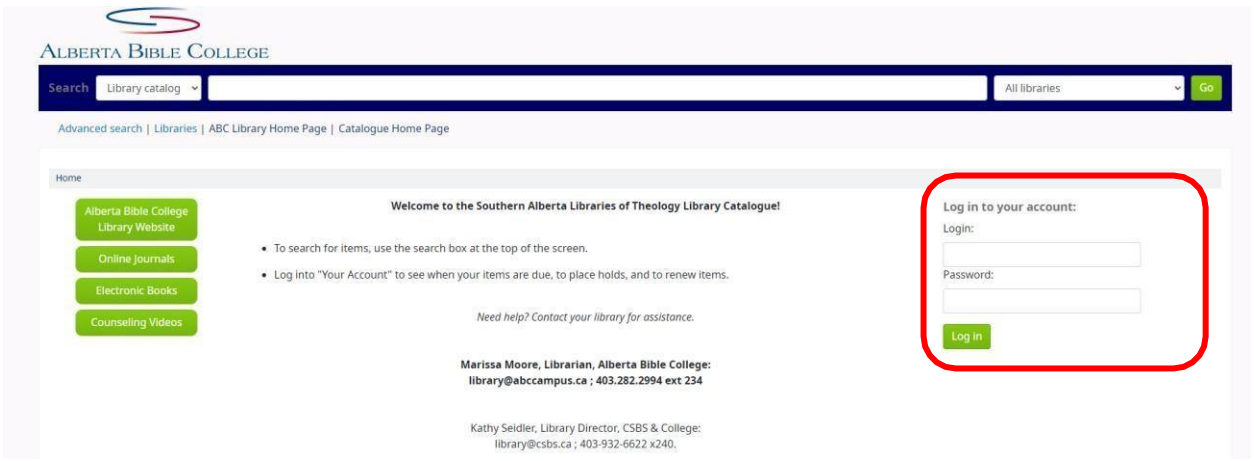
How to Place a Hold

To start off with go to the library page (https://www.abccampus.ca/current-students/library/). Once there, there is a box that says **Login to the Catalogue**



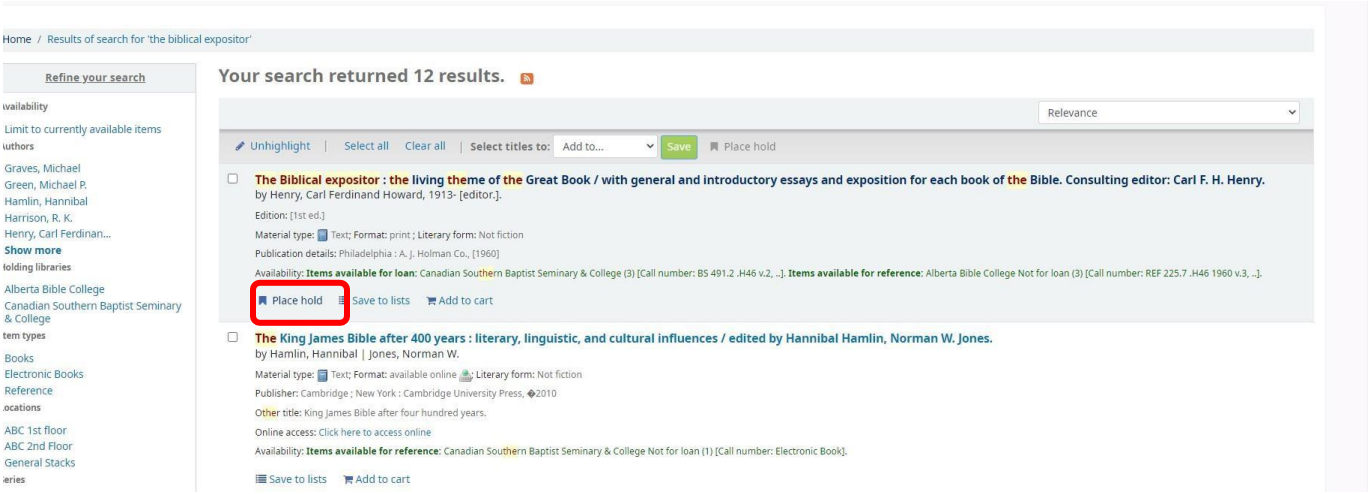
From here we are going to log into your account to make it easier to place holds. As seen below the login information is at the top right of the screen.



Your login information is your ABC email address and the last 4 digits of your phone number (unless you manually changed it in your account settings). If you changed it and do not remember what your password is either come to the library or email the librarian and we can reset it for you.

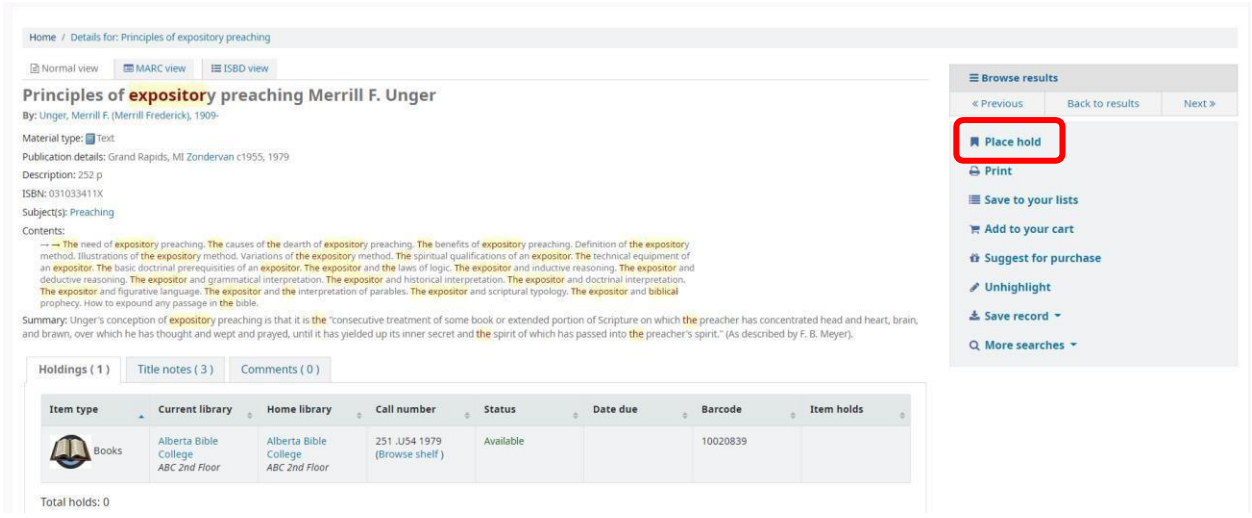
Next, search for either the book or topic you are looking for in the search bar. The Library catalogue search bar is a bit finicky, so make sure you're spelling things correctly.

Once you search something similar to the below screen will come up.

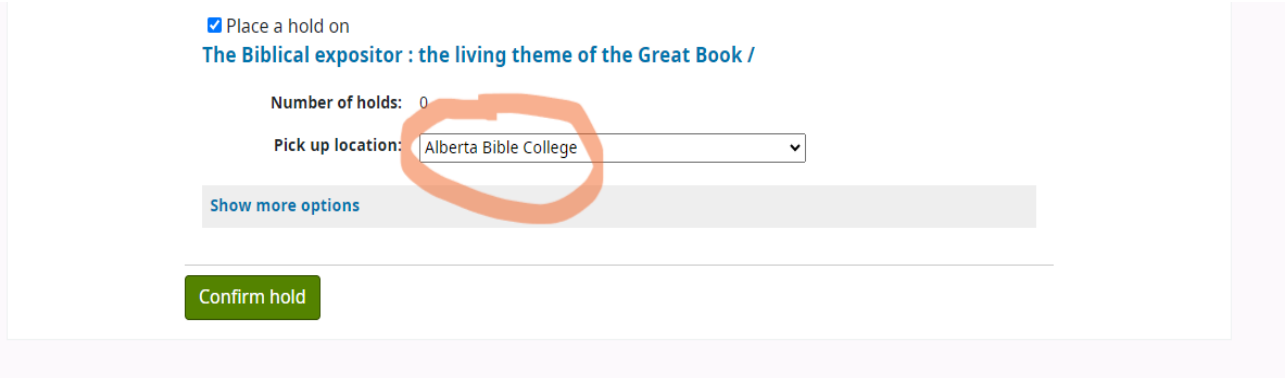


You can either click **Place hold** from there or click on the book title for more information.

Once you have found the book you wish to place on hold, you will notice that the **Place Hold** button is to the right.



After clicking on the **Place Hold** button, the page below will pop up. Make sure that the pickup location is Alberta Bible College. Then, click **Confirm hold** on the bottom of the page.



You will get an automatic email when your hold is ready to be picked up. To pick up your hold all you need to do is, come into the library, and your hold will be on the shelf next to the librarian's office as seen below.

Once you pick up your hold, **please bring it to the circulation desk so that the librarian can check out your hold for you**. If there is no library staff member in the library, David Ford (Christina Hilling, Belinda Wood, or Cory Pytlarz) should be able to help you.