1. If an item is not available on the Library catalogue, you will see a ‘Request a hold’ button right next to it as well as its due date in the item section.

![Image of Library catalogue entry](image)

2. In this instance, there are 4 copies of *The ancient Economy: evidence and models*. All are currently out on loan and due on 23/10/2017.

Please note that whatever their original due date, all items have to be returned to the Library within 7 days of a request being placed. At times this means that customers have to return an item earlier than the original due date shown on their receipt.

3. If you want to reserve the book, click ‘request a hold.’

![Request a hold button](image)

4. You will need to log in using your University number and password. Then click [Submit].
5. If you have a deadline for the item, as in an essay deadline for instance, please tick the box and enter the required date. Alternatively, if you do not have a deadline just click [Submit].

6. A confirmation message will appear. Click [Ok] to return to the catalogue.

7. A [You’ve place this item on hold] message will now display. Please also note the option to edit your request.

8. To manage your Hold requests, go to [My Library Account] and click on the [Hold] button in the left hand menu.
9. You can cancel any hold requests which you no longer need and see whether any items are ready to be collected.

10. When your requested item becomes available, you will receive an email to your University email address.

11. Books can be collected from the holdshelf in the Short Loan area on Floor 1 of the Library.

12. Please note that books are shelved by classmark, also referred to as call number. You will need to know this when you come to collect your book. This information will be in your email but you could also check the Library catalogue.

If you require any further assistance please contact Customer Support either in person at the Helpdesk within the main Library, by telephone or email. Please check our [website](#) for up to date Helpdesk opening hours.