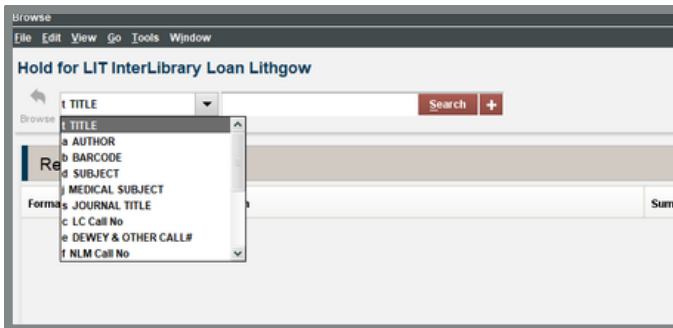


Placing a hold for a patron in Sierra

1. With a patron's account open in the "Check Out (Circulation Desk)" function, click on "Holds" on the left side.
2. On the right, click on the "Add Holds" button

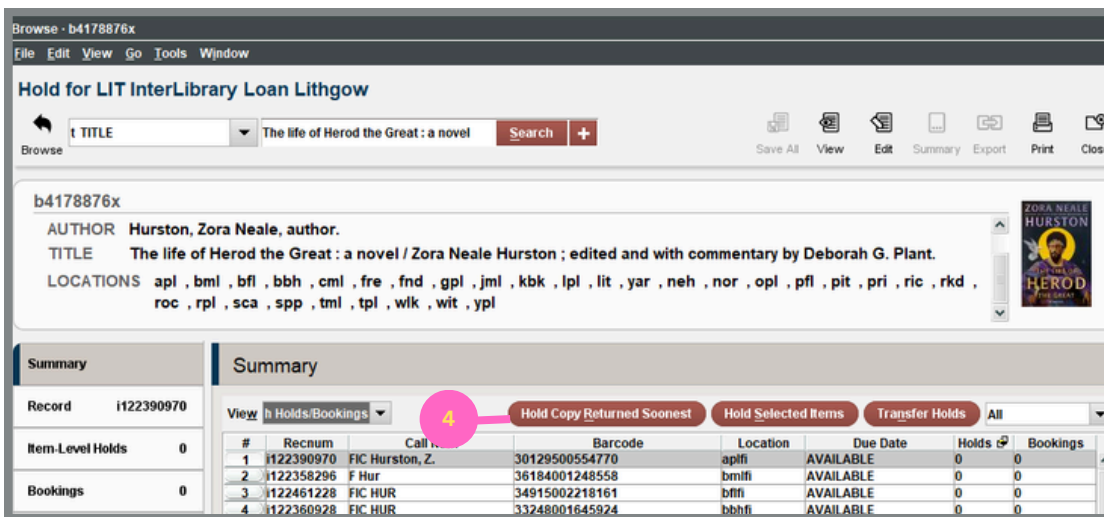


3. A "Browse" window will open, you can search by title, author, etc



TIP: To make sure you're getting the title you want, look it up in Minerva first and use the officially cataloged title. For example, you will get better results from **"Justified. The complete fifth season."** than you will just the word **"Justified."**

4. When correct item located, click on "Hold Copy Returned Soonest"



5. Make sure the pickup location is Lithgow Public Library (this is the default) and click on OK.

The requested item is now on hold for this patron!

