

Holds

Please place "a hold" on the item(s) through the "**eSearch for Teaching & Learning Resources**" if it has been borrowed by another user. Library staff will notify user by email after receiving the "on hold" item(s). User will collect it from the Lending Services Counter within **3 working days** (from the date of notified email). Otherwise, the right of "on hold" application will be cancelled.

Borrower Type		Reserve Quota
Student		10
Staff	Teaching (Full-time / Part-time)	10
	Non-Teaching (Full-time / Part-time)	

How to hold item(s):

1. Access the "**eSearch for Teaching & Learning Resources**" on the library website for searching items.
2. Please see the details of status after searching.
3. Library materials can only be reserved in the following situations:
 - On display (status: ON DISPLAY)
 - On loan (status: ON LOAN)
4. Click the "**Request Item**" and input the **Patron Barcode and PIN**, and then press "**Sign in**".
5. On the "**Reserve Item**" page, select available item(s) and click "**Reserve**".
6. "Item is successfully reserved" will be displayed if the item(s) successfully on hold.
7. The reasons for unsuccessful on hold are shown for reference.
8. Reserved items can be found at the "**Items On Hold**" from "**My Account**".