## How to Place an Item on Hold & Pick It Up at the Main, Blue Island, or Tinley Park Campus

**Holds** can be placed on physical items owned by the MVCC library by using the **Place Hold** button in the library catalog. If you need to request an item owned by another library, please make the request by using the Interlibrary Loan form.

## What is a hold?

You can place a hold on an item that is available or one that is currently checked out.

If you place a hold on an *available* item, the item will be pulled from the collection by library staff and sent to the pick-up location that you indicate on the request form. You can pick up an item at the Main campus at the Library or have the item delivered to the Blue Island or Tinley Park Campus. **Please note:** 

requests that are delivered to either the Blue Island or Tinley Park campus may take 1-3 business days.



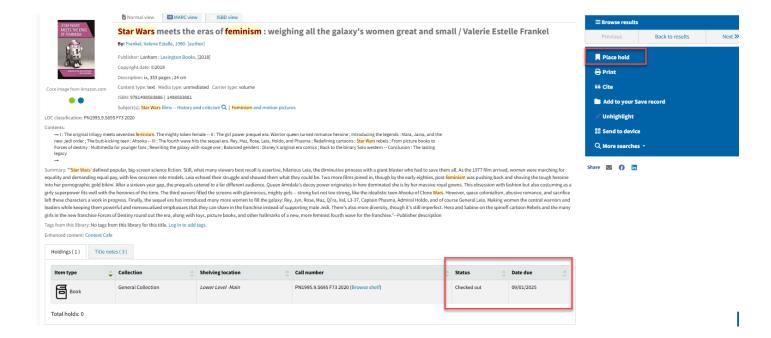
If you place a hold on an item that is *currently checked out*, you will be placed "next in line" for the item, and, it will be put on hold for you immediately after the item is returned by the patron who currently has it checked out. Please note: requests that are delivered to either the Blue Island or Tinley Park campus may take 1-3 business days.



## How to place a hold

Search the library catalog to find items owned by the MVCC Library.

The click the *Place Hold* button in the catalog either found in the search result list (as seen above) or the full item record (as seen below).



You are then prompted to login to the library system. Choose The MV staff/student login option:



Login in using your MVCC email address and password. If you are a student, be sure to use the proper email format for your email address: username@student.morainevalley.edu

Example: smithj9996@student.morainevalley.edu

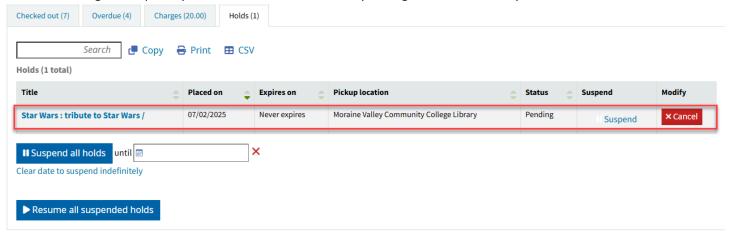
Next, select a pick-up location for the item: Moraine Valley Community College Library (Main Campus), Southwest Education Center (Tinley Park), or Education Center at Blue Island.



Submit your request by clicking the Confirm Hold button:



After submitting the request, you'll receive a confirmation by seeing the hold listed in your account:



You will receive an email from the Library when the hold has been processed and is available for pick-up in the location you selected.

You have 7 days from the day the notice is sent out to pick up the item from the library.

You can cancel or suspend your request through your account.



If circulation staff has to cancel the hold for some reason, you will receive a cancellation notice via email.

Questions? Ask a Librarian!