How to make a Hold (or a reservation)

From the Library home page click on **Library Search**

**University Library**

- **About**
- **Services**
- **Resources**
- **Subject Support**
- **Research Support**
- **Special Co**

**Important Information regarding Library services**

- **LibrarySearch**
  - Search for books, e-books, journals, e-journals, articles, databases and more...
  - Title, author, subject, shelfmark, ISBN...
  - Advanced search

- **Borrow, Renew, Return**
  - Find out how to borrow, renew and return
  - My library account
  - Requesting/reserving Items
  - Inter-library Loans

- **Subject Support**
  - Subject-specific guides
  - Referencing and EndNote support
  - Reading Lists Online
  - Databases, e-journals and e-books
  - Writing Development Centre

- **Library help**
  - e.g. how do I renew my books?
  - Choose how you would like your library help

Login to **Library Search** with your University Campus ID and password. If you are an External user please use your Library barcode and password.

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**What is Library Search?**

The new and improved way to explore Library resources.

- Locate books, browse for e-journals, read articles, e-books and more...
- What's included in Library Search?

**My Account**

- Use My Account to renew items on loan, access your e-debt, manage your account, current loans, overdue charges and more...
- Logging in to Library Search also ensures you are always searching all available resources.

**On your smartphone**

- Discover Library resources on your mobile by going to http://libsearch.mq.edu.au
- Click here for help using Library Search including searching hints and tips
- We're continuously improving this new service based on your valuable feedback.

**Help and feedback**

- Please let us know what you think.

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**How to make a reservation (hold request)**

- Once logged in to Library Search, browse for the item you would like to reserve and click on the Location/Replaced tab. Click on the Hold tab to make your reservation. Click here for more detailed help.

**Sharing resources on Library Search**

- Until it is now available within Library Search. Click the link whenever you are viewing an item, generate a shareable link with others. You can also use the link to email the item to an email address, add it to EndNote and more.
Once you are logged into Library Search find the book you want to reserve.

To reserve a book it must be out on loan to another reader.

If the book is available in the library it says **Item in Place**. You can tell if the book is out on loan by looking in the **status** column. The date on the example below means that this book is out on loan until 22nd October 2015.

To reserve the book click on **Request this item**
Then click on Request

You should see the screen below if your request has been successful:

You will receive an email from the Library when your hold is ready to collect.

You have 5 days to collect your hold.

In the Robinson Library you can collect your hold from the Student Texts Collection (STC) on level 2.

In the Walton and Law library you can collect your hold from the Service Desk.
To see a list of your hold requests, and check their progress, go to My Account

Then Requests

From here you can see how many holds you have made, if they are waiting for you on the holds shelf in STC, or what position they are in if there is a queue.

How to cancel a Hold

If you decide you no longer need a hold, and it is NOT waiting on the holds shelf, you can click on the blue Cancel option beside the item you no longer need:
Then click on the **cancel** button.

If the **hold is waiting on the holds shelf** please contact library staff and we will remove the hold and ensure it goes to the next person in the queue or back on the loan shelves.