

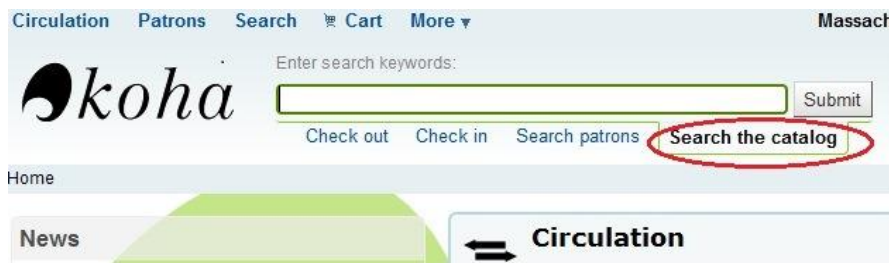


Placing a Hold Request from the Staff Area of MassCat

Placing a Hold:

Login to MassCat using your username and password.

At the welcome screen, click the "Search the catalog" box. Enter search terms to find the item you wish to place a hold on:



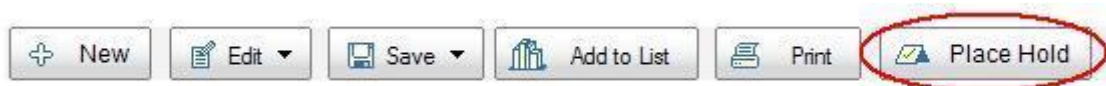
Depending on the situation, you will either be taken to a list of results or directly to the item you are searching for. If you have a list of results, click the "Holds" link by the title you wish to request:

44 result(s) found for 'kw,wrld: vegan'. Sort By: Relevance

Select all | Clear all | Unhighlight | Add to: Save | Place hold | Z39.50 Search

Results		
	<p>1. Being A Vegan Everything You Need to Know About by Weiss Stefanie Iris . ISBN: . Type: Book; Format: regular print Publisher: Rosen 2000</p> <p style="text-align: right;">Holds Edit record Edit items</p>	<p>2 items, 2 available</p> <ul style="list-style-type: none"> Massachusetts State Library ADULT FICTION Book Dartmouth High School Book2week
	<p>2. The 30-day vegan challenge : the ultimate guide to eating cleaner, getting leaner, and living compassionately by Patrick-Goudreau, Colleen . Description: p. cm . ISBN: 9780345526175 (pbk. : alk. paper); 9780440423676 (ebook). Edition: 1st ed. Type: Book; Format: print bibliography ; Literary form: not fiction Publisher: New York : Ballantine Books, c2011 Other title: Thirty day vegan challenge.</p> <p style="text-align: right;">Holds Edit record Edit items</p>	<p>1 item, 1 available</p> <ul style="list-style-type: none"> Lanesborough High School [613.2 Goudr] Book2week
	<p>3. 150 vegan favorites : fresh, easy, and incredibly delicious recipes you can enjoy every day by Solomon, Jay</p> <p style="text-align: right;">Holds Edit record Edit items</p>	<p>1 item, 1 available</p> <ul style="list-style-type: none"> Dartmouth High School Book2week

If you were taken directly to the record for the item you wish to request, click the "Place Hold" button in the toolbar at the top of the record:



The vegan sourcebook : living with conscience, conviction, and compassion /

- ISBN: 1565658809
- Subjects:
 - Veganism.

You will be asked for the card number of part of the name of the patron you are placing the request for. Enter **Your Library's name** into the box or enter the patron card number that your library was assigned:

Place a hold on [Being A Vegan](#)

Patron:
Enter patron card number or partial name:
 Search

You will be taken to the "Place Hold" screen. Your library will be the default pickup location for this request. If you wish to request the next available copy from any holding library, make sure the box next to "Place a hold on the next available copy" button is checked off, then click the "Place Hold" button in the lower portion of the screen:

Place a hold on [The vegan sourcebook](#) :

Hold details

Patron: [Nora Blake \(1\)](#)

Priority: 1

Notes:

Pickup at:

Place a hold on the next available copy

Once you've completed your request, you'll get the following result screen:

Place a hold on **Being A Vegan**

Patron:
 Enter patron card number or partial name:

Existing holds

Priority		Patron	Notes	Date	Expiration	Pick up library	Details		
1	↑↑↑↓	Nora Blake		07/27/2012		Massachusetts Library System - Whately Office	Only item 33710000999927	↓	<input type="button" value="Suspend until"/> <input type="button" value="Clear Date"/>

Now you can move on to something else or log out of the system.