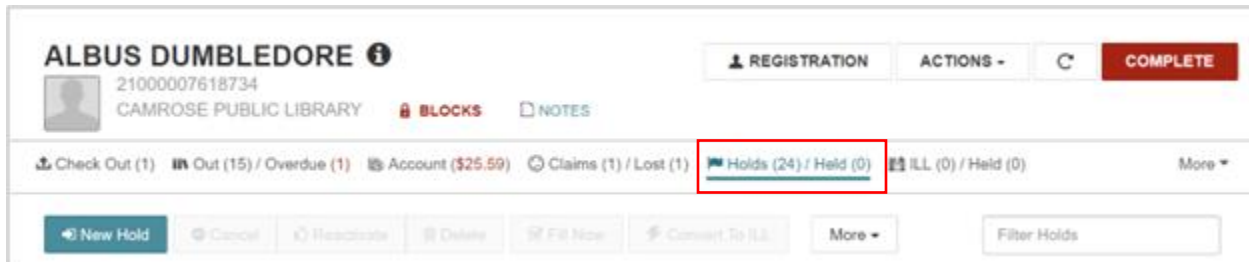# Placing Holds

A hold can be placed from the patron record as well as the bibliographic record.

1. To place a **hold from a patron record**, located the patrons record. This can be done by scanning their patron barcode or typing their patron information into the quick search bar.
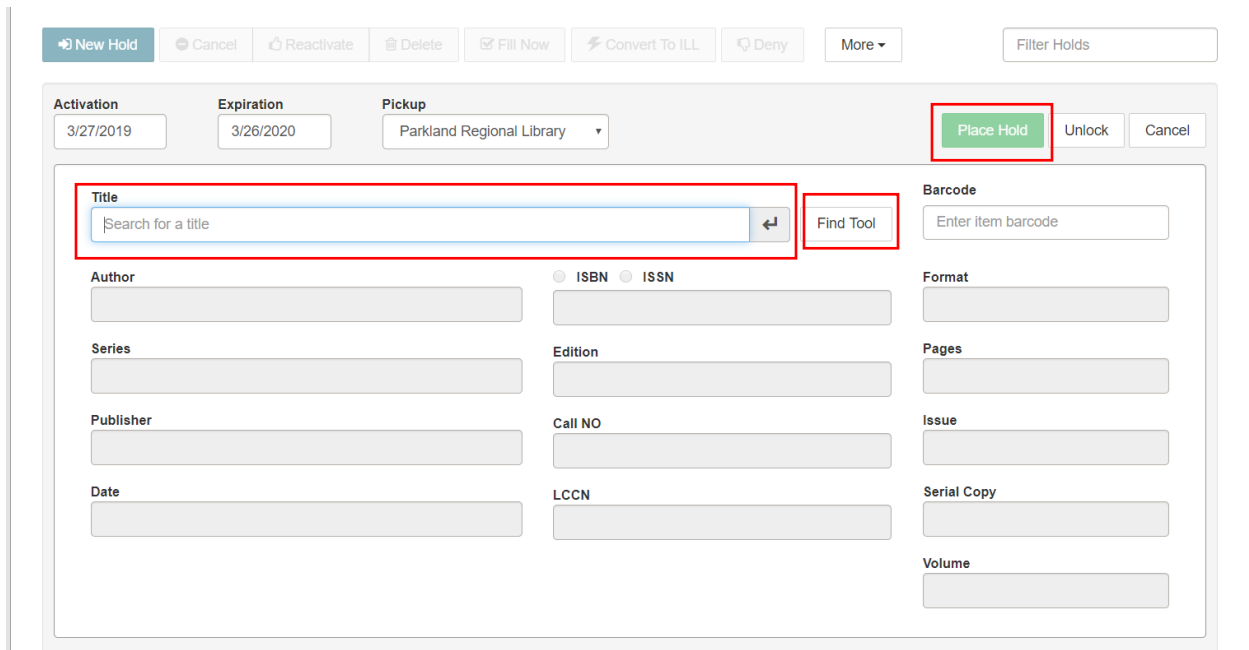
2. The **holds and held tab** displays all the requests a patron has placed. To place a **hold** click the **new hold button**. A holds screen will appear.
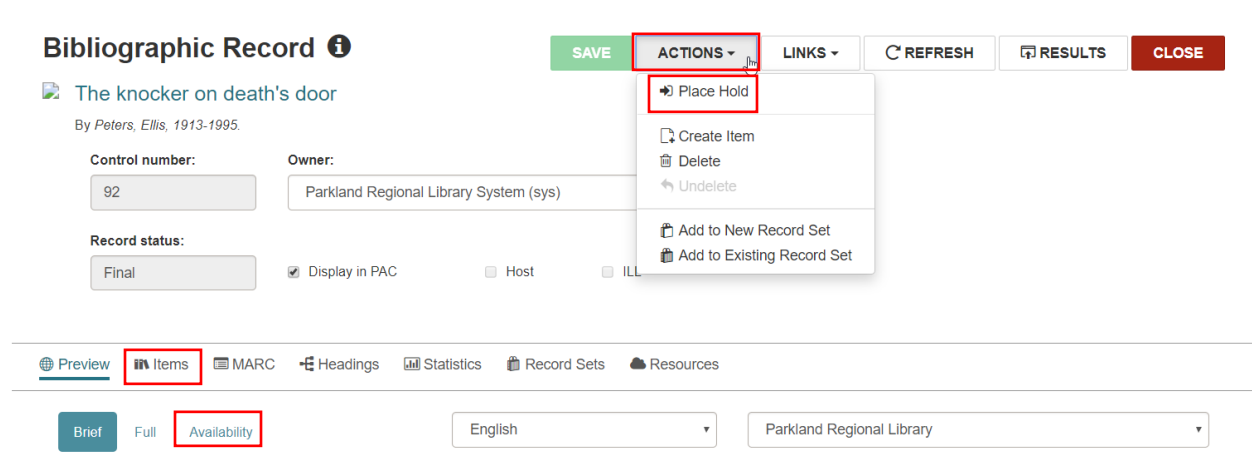

3. The cursor is automatically placed in the title. You can immediately begin typing a title and perform a title search for the item. You can also use the **find tool** to locate the correct record.
4. When you have located the correct record, select **place hold**.

You can also place a hold from a **bibliographic record**. This typically happens when a patron comes in looking for an item and it is not available at your library.

5. Using the **find tool** locate the record for the item the patron wants to place a hold on.

6. Upon opening the record, you can view the availability by clicking **availability** or **items**.
7. To place a hold, click the **action button** and select place hold from the drop-down menu.
   a. If you have a patron record open you will be prompted to select that patron. If that is the correct patron, select the patrons name and click **OK**. If the patrons record is not already open, click the **find tool button**. If no patron records are currently open, you will be taken directly to the find tool. Locate and open the appropriate patron record.
8. The same holds screen will appear. Follow the previous instructions and click the **place hold button**.