

# How to Place Books on hold

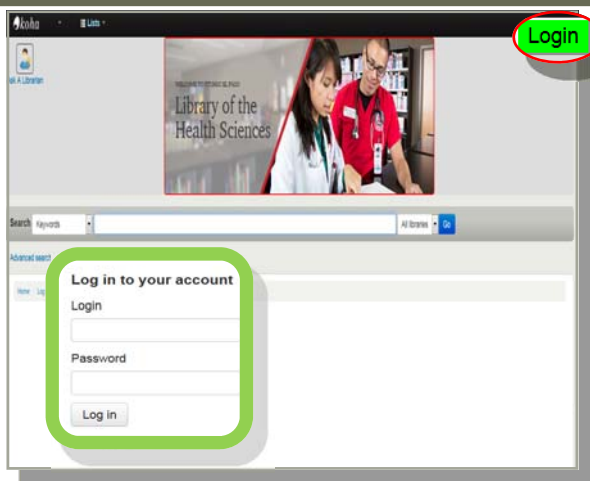
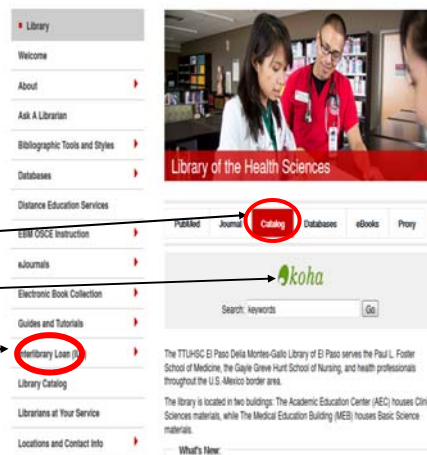
## Step-by-Step Guide



1

### Two ways to access the catalog

- ◆ Catalog icon
- ◆ Library catalog



2

### Log in

- ◆ Use eRaider and password (TTUHSC El Paso Affiliates)

Contact library staff for issued user name and password

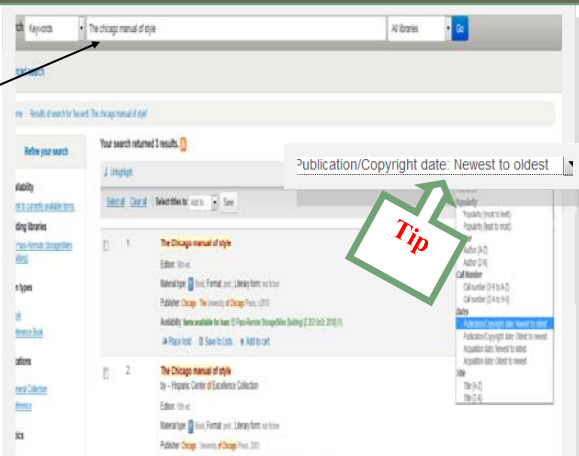
- ◆ Community user
- ◆ Friend of the library
- ◆ Contracts

3

### After Login

- ◆ Search for item

**Tip:**  
 Change relevance to *publication /copyright Date: Newest to Oldest* to locate newest edition.



4

**After locating**  
◆ Place hold

1. **The Chicago manual of style**  
 Edition: 16th ed.  
 Material type: Book; Format: print; Literary form: not fiction  
 Publisher: Chicago: The University of Chicago Press, c2010  
 Availability: Items available for loan: El Paso-Remote Storage(Miles Building) (Z 253 Un3c 2010) (1)

Place hold

5

Place a hold on **The Chicago manual of style.**

Your priority: 1

Pick up location: El Paso - AEC

◆ Select where to pick up item.

Hide options

Hold not needed after:  [Clear date](#)

◆ Fill out if you do not need item after a certain date.

Hold notes:

◆ Notes specific to hold.

Select a specific item:

Copy number	Item type	Barcode	Home library	Last location	Call number	Information
1	Book	R084D6	El Paso-Remote Storage(Miles Building)		Z 253 Un3c 2010	Not on hold

Select

Place hold

6

**View your completed hold**  
◆ Log off

*You will receive an email when item is ready for pickup at your selected library.*

Library of the Health Sciences

Search: keywords All libraries

Advanced search

Home | [New! Quick](#) | [Your summary](#)

- [Play Center](#)
- [Online Journals](#)
- [PubMed](#)
- [Google Scholar](#)
- [Literary Loans](#)

Alert: **ALERT - renewing your items early or clicking 'renew' more than once will reduce your total checkout time. Click here for more info.**

Hello, **Patron's name**

Checked out (0) **Holds (1)**

Holds (1 total)	Title	Placed on	Expires on	Pick up location	Priority	Status	Modify
	<a href="#">The Chicago manual of style.</a>	03/20/2017	Never expires	El Paso - AEC	1	Pending	<a href="#">Cancel</a>

# We are here to help you:

How I can I find a book or any other library materials?



Contact info:

## Library Circulation

AEC	915-215-4315
MEB	915-215-4306

## AEC Location

4800 Alberta Avenue  
El Paso, Texas 79905  
915-215-4315

## MEB Location

5001 El Paso Drive  
El Paso, Texas 79905  
915-215-4306

