

Placing an item on hold

There are just a few brief steps to place a hold on a library item. This will allow you to place a hold yourself, online. If you prefer, you can also simply call the library to have an item held for you.

Placing the hold online

1. Begin by finding the item in our [online catalog](#).
2. From the list of results, or from the detailed info for any specific item, click the green **Place Hold** button for the item you want.
3. On the item's Details page, click the **Place Hold** link beneath the cover image (see example at right). This link will open the Place Hold page.
4. You will be asked for your User ID (Library Card #) and PIN.
Your **User ID** is the letter C followed by your full 7-digit CCC ID number. For example: C0123456 or C0000123 .
Your **PIN**, unless you have changed it, is CCC .
5. Be sure the **Pickup Library** is set to your campus, and click the **Place Hold(s)** button.
6. After clicking the Place Hold button you will arrive at a confirmation page, indicating that the request has been submitted. (It should say Success in the Action column.)

What next?

If (or when) the item is available, we will pull it and hold it for you. You will receive an e-mail indicating that the item is ready for you to pick it up.