

## How to Place a Hold at UUCOV Library (to check out books and DVDs)

Placing a hold means reserving an item so you can borrow it when it becomes available. If the item is currently checked out, a hold puts you in line to borrow it once it is returned. Even if the item is available on the shelf, placing a hold means it will be checked out and available for you to pick up.

### Who Can Place a Hold?

Any registered UUCOV Library member can place a hold to check out an item.

### Steps to Place a Hold (to check out items)

1. **Search for the item (book or DVD):** Go to the UUCOV Library's catalog (link on uucov.org main page under Quick Links) and search for the item by title or author. (Note: You may also use Advanced Search to search by multiple fields, including title, author, tag, and genre.)
2. **Find the hold option:** On the search results page or the item's detail page, look for a button >
3. **Click the Place Hold** button.
4. **Log in:** to your library account. Your user ID is found on your Breeze account. Look for “Legacy Fields” and your Library Patron ID number under your contact information, on the lower right.
5. **Confirm:** Follow the on-screen prompts to confirm your hold.
6. **Receive confirmation:** Once submitted, you should see a confirmation message.
7. **Ready for Pickup!** The library will check the item or items out to you, and placed on the “Ready for Pickup” shelf, in the UUCOV Library (Waters Hall).
8. Library staff notify you by email or phone when the item is ready for pickup, and may work with you to arrange a convenient way for you to obtain the item.

Status	AVAILABLE
Call number	230.9132014
	<a href="#">Place Hold</a>

### What Happens Next?

After you place a hold, the library's volunteer staff will check it out to you and contact you via email or phone. Items are usually held for a limited time—typically about a week or two—so be sure to pick them up promptly. Check Out Period Is 30 days, with options for renewal.

Return items to the UUCOV Library in the designated box, or simply leave them on the library table. If you have any questions or would like assistance, please drop by the library during open hours (Tuesday, 10-12), or contact Cathay at 941-233-2588.

### Tips and Reminders

- You can check the status of your holds by logging into your online library account.
- If you no longer need the item, you can cancel your hold online or by contacting the library (email, text or call Cathay at 941-233-2588) or drop by the UUCOV during open hours).
- If you prefer, library staff are eager to place holds and check out items to you, and work with you to arrange a convenient way to pick them up.