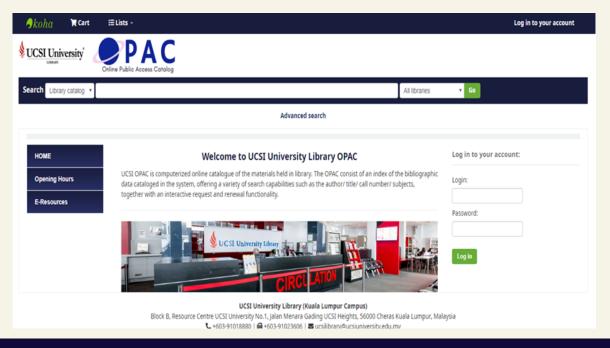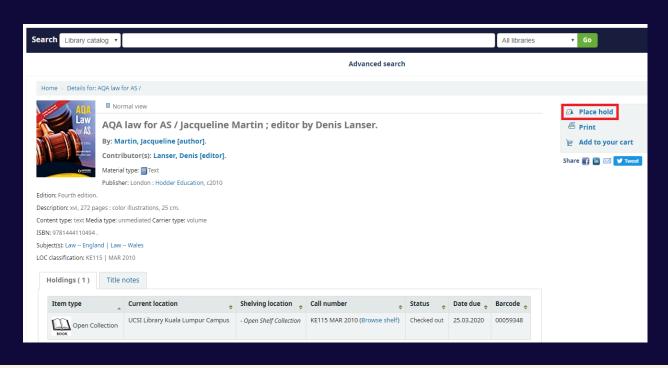# HOW TO PLACE HOLD?

1. Go to the library website URL http://lib.ucsiuniversity.edu.my/
2. Click OPAC button

3. Login to your account
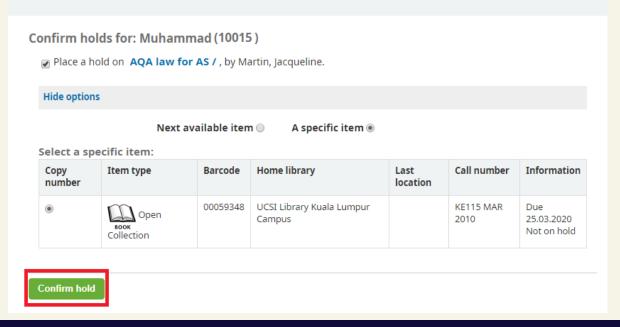Username : Student/Staff ID
Password : 123 (Default Password)

HOW TO PLACE HOLD?

4. Search for the book that you intend to hold
5. Click "Place hold"

6. Click "Confirm hold"

HOW TO PLACE HOLD?

Hello, Muhammad

Click here if you're not Muhammad

| | Checked out (0) | Holds (1) | | | |

Holds (1 total)

Title	Placed on	Expires on	Pick up location	Status	Modify
AQA law for AS / Martin, Jacqueline.	16.03.2020	7 days after item is available	UCSI Library Kuala Lumpur Campus	Pending	✕ Cancel

7. Successful place hold message

8. Patron will be notified through email once the hold is ready to pick up.

Hello, Muhammad

Click here if you're not Muhammad

| | Checked out (0) | Holds (1) | | | |

Holds (1 total)

Title	Placed on	Expires on	Pick up location	Status	Modify
AQA law for AS / Martin, Jacqueline.	16.03.2020	7 days after item is available	UCSI Library Kuala Lumpur Campus	ⓘ Item waiting at **UCSI Library Kuala Lumpur Campus** since 16.03.2020 until 23.03.2020	

UCSI University
LIBRARY

HOW TO PLACE HOLD?

- Item(s) that are already on loan may be reserved/on hold.
- Item(s) that are available on shelves cannot be reserved/on hold.
- Library members can reserve an item at the Library Counter or through the Library Catalogue (OPAC).
- Members will be notified when reserved item(s) are available for collection.
- Requested item(s) will be held at the Circulation Counter for 7 days after the item(s) status becomes available.
- Please make sure to check your request status in My Account at OPAC or your student email.
- Please collect the item(s) within 7 days or it will be reserved for the next user in queue or returned to the shelves.

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