

8. Placing holds on magazines

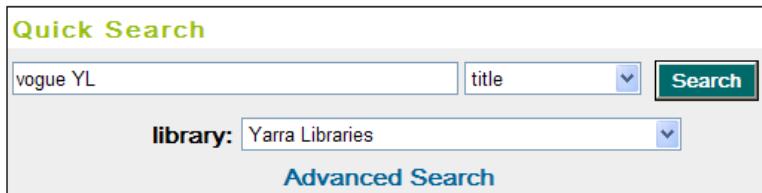
Holds **cannot** be placed on magazines if:

- there are outstanding bills on your card over \$10
- there are no items attached to a title
- the expiry date on your card has passed

Note: each edition of a magazine you reserve counts for ONE HOLD and you are limited to 30 holds in total.

Enter your User ID (library card number) and PIN into the login form at the top of the catalogue and click on the **Login Here** button. Contact library staff if you do not know your PIN.

Type in your search words in the search box and select **title** from the drop down menu. Titles owned by Yarra Libraries have a 'YL' after the title so putting this in the search box will enhance the search.

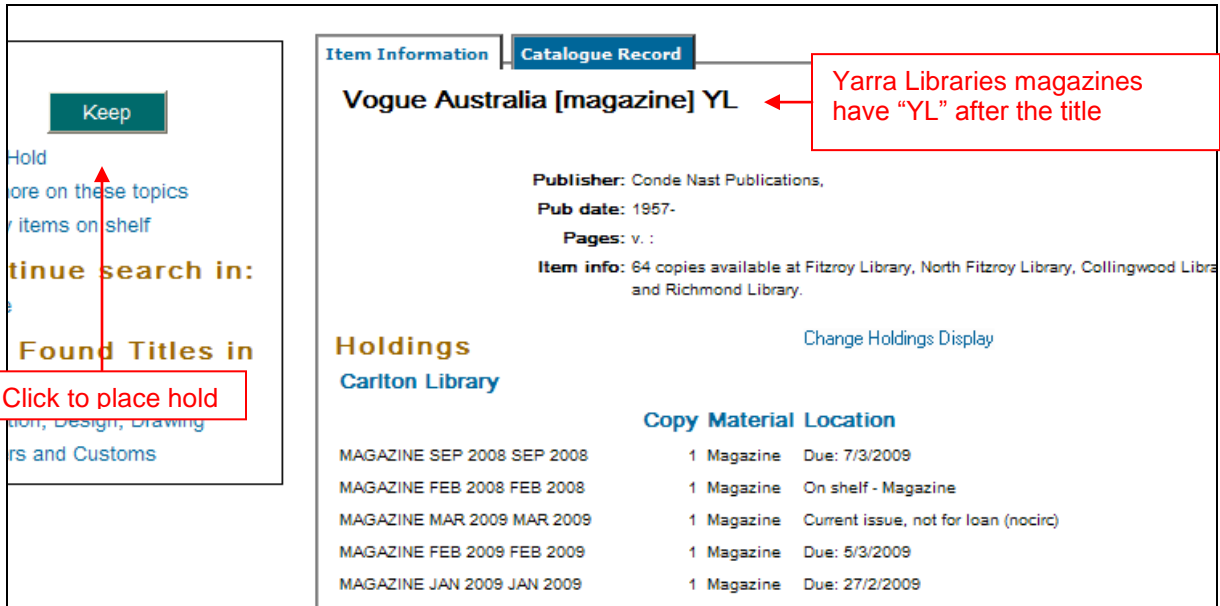


The screenshot shows a 'Quick Search' form. It has a search input field containing 'vogue YL', a dropdown menu set to 'title', and a green 'Search' button. Below the search field is a 'library:' dropdown menu set to 'Yarra Libraries'. At the bottom of the form is a blue link for 'Advanced Search'.

Click on the **Search** button.

A list of results will appear or you will be taken directly to the title. Copies are listed by library. I.e. Carlton copies, followed by Fitzroy copies.

Yarra Libraries Public Catalogue User Guide



Keep

Hold
 More on these topics
 Items on shelf
 Continue search in:
 Found Titles in
 Click to place hold

Item Information **Catalogue Record**

Vogue Australia [magazine] YL ← Yarra Libraries magazines have "YL" after the title

Publisher: Conde Nast Publications,
Pub date: 1957-
Pages: v. :
Item info: 64 copies available at Fitzroy Library, North Fitzroy Library, Collingwood Library and Richmond Library.

Holdings [Change Holdings Display](#)
Carlton Library

		Copy Material Location	
MAGAZINE SEP 2008	SEP 2008	1 Magazine	Due: 7/3/2009
MAGAZINE FEB 2008	FEB 2008	1 Magazine	On shelf - Magazine
MAGAZINE MAR 2009	MAR 2009	1 Magazine	Current issue, not for loan (nocirc)
MAGAZINE FEB 2009	FEB 2009	1 Magazine	Due: 5/3/2009
MAGAZINE JAN 2009	JAN 2009	1 Magazine	Due: 27/2/2009

Click on the **Place Hold** link. You will be taken to a screen where you can choose the edition/s that you want and also the pickup location.

<input checked="" type="checkbox"/>	2006 (11) NOV (Carlton Library, Collingwood Library)
<input type="checkbox"/>	2006 (12) DEC (Fitzroy Library, Collingwood Library)
<input type="checkbox"/>	2007 (01) JAN (Fitzroy Library, Carlton Library, Richmond Library)
<input checked="" type="checkbox"/>	2007 (02) FEB (Fitzroy Library, Richmond Library)
<input type="checkbox"/>	2007 (03) MAR (Collingwood Library, Carlton Library)
<input checked="" type="checkbox"/>	2007 (04) APR (Carlton Library, Fitzroy Library, Richmond Library)
<input type="checkbox"/>	2007 (05) MAY (Richmond Library, Carlton Library)
<input type="checkbox"/>	2007 (06) JUN (Fitzroy Library, Carlton Library, Richmond Library)

Check the boxes of the editions you want, select the **pickup library**, then click **Place Hold**.

The expiration date is set for 12 months. If you don't need the title after a certain date you can change this expiry date.