

[September 2008]

Placing a Hold OR Requesting Resources to be sent out

Placing a hold is library jargon is used for 'asking for some resources to be sent to you'. You will notice the words **Place Hold** in several places in the ELIS catalogue if you have searched and found some titles that interest you. You can use this button from any of these places to 'place the hold' and request that the New Zealand School of Export Library send these resources to you.

In order to 'place the hold' you must login using your ID and password. If you haven't logged in, the Koha system prompts you to do this.

If you have already clicked on **Place Hold** and then have logged in, the system shows you which resource you are requesting and you are invited to **Place Hold**. This request is then sent to the Library and the resources will sent to you by courier. There is no charge for this service if you are enrolled in the Diploma of International Trade.

Sometimes the Library has more than one copy of a resource – you may need to choose one of them. In either case click **Place Hold** again.

If you place the hold and then decide that you have found a title which is more suitable, it always possible to cancel the hold and the system gives you the opportunity to do this.

How can I return to the homepage of the ELIS catalogue?



Need More Help?

If you have difficulty logging in to the ELIS Catalogue and using any of its functions, please ask for help by emailing library@export.ac.nz or telephone 06-356-5656 ext.701

File this in your Guide to Study for further reference.

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