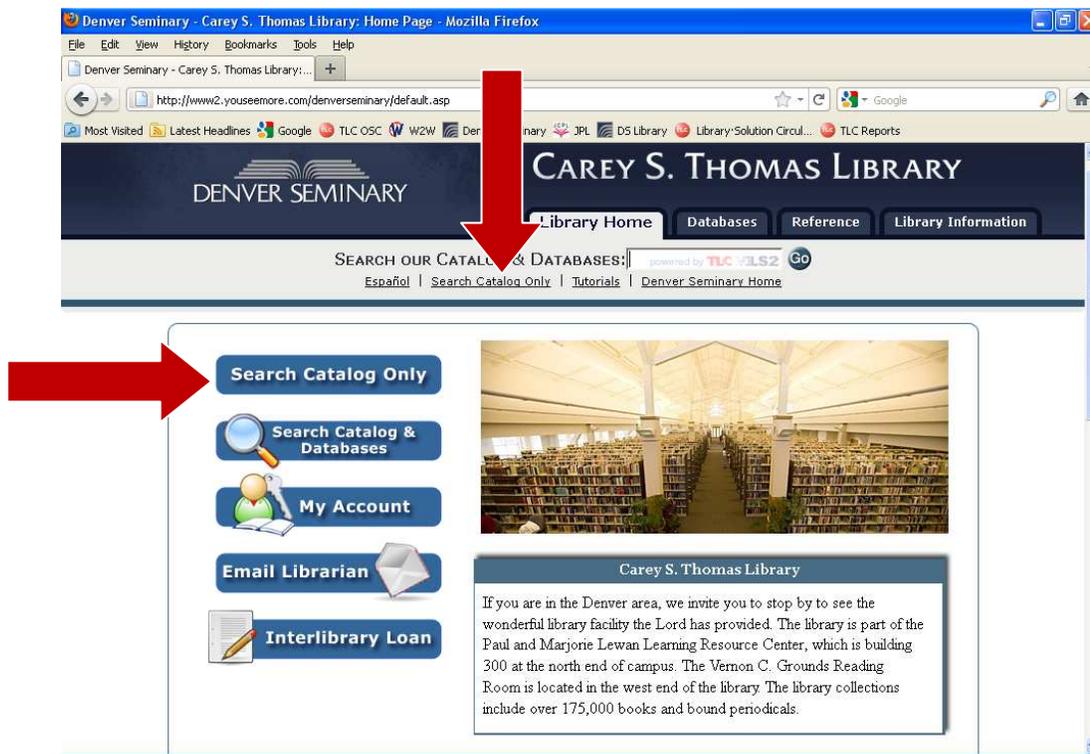


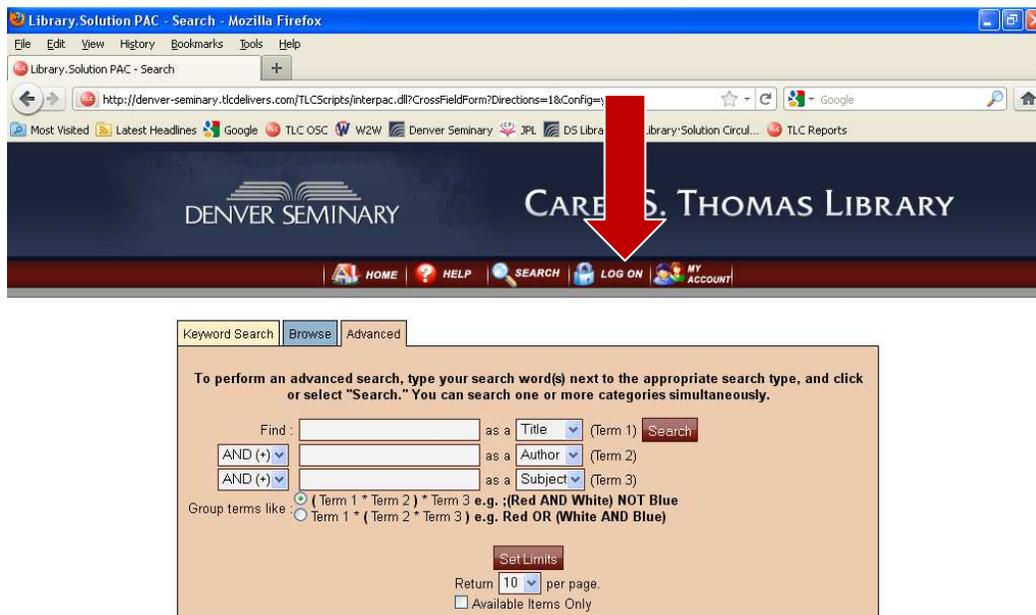
Classic PAC - Placing Holds (Requests)

Enter PAC by clicking a "Search Catalog Only" button or Link

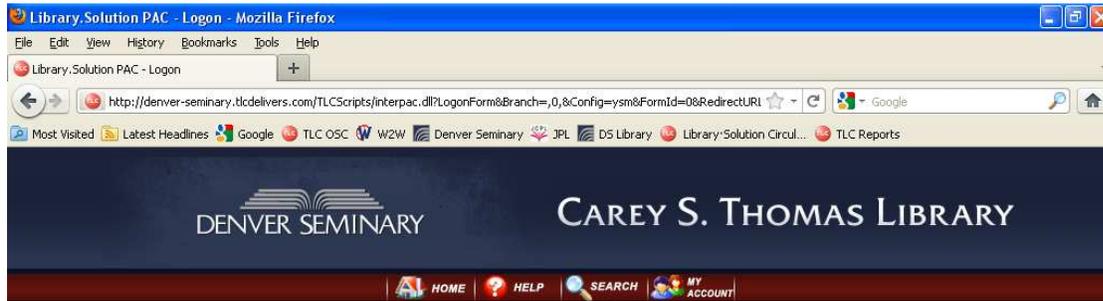


Although it is not necessary, it is a good idea to logon at this time. (If you haven't already logon on before you try to place a hold or save items to a list, you'll have to logon at that time.)

To logon: Click on the logon button



Enter your library barcode OR your student ID in the patron field and your personal PIN number in the PIN field and click submit. The next screen will indicate you are signed in and show your account status. This logon is valid for your entire session. (Note: if you access your account using the My Account button within the ClassicPAC, your logon will only be temporary and you will have to enter your account information every time you wish to place a hold or save a list.)



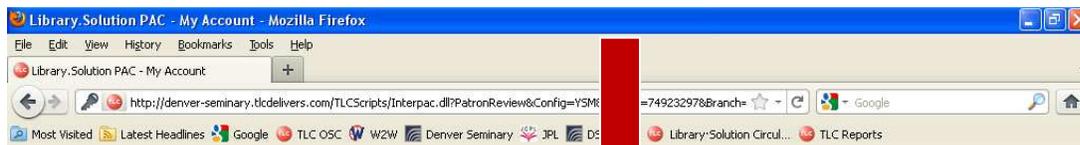
Please enter the following information:

Patron / Alternate ID Number:

PIN:

Note: You must be a registered patron of the library before submitting a request.

On your account status screen, click on the search button to begin your search.



Carey S. Thomas Library

Welcome New!

Print Edit Account Edit PIN

(Note: You are currently Signed-in)

Account Summary

- Current Loans
- Loan History
- Holds
- Fees
- Saved Searches

Quick View

- Loans: 0
- Items Overdue: 0
- Arrived holds: 0
- Pending holds: 0
- Fees(\$): \$0.00

Patron Name: New Patron
Patron ID: test007
Status: Active
Card Expiration: April 07, 2012

Address:
2020 Denver St
Littleton, CO 80120

Phone: 3037626962
Alt. Phone:
Email: library@denverseminary.edu

Enter your search terms and click the search button.



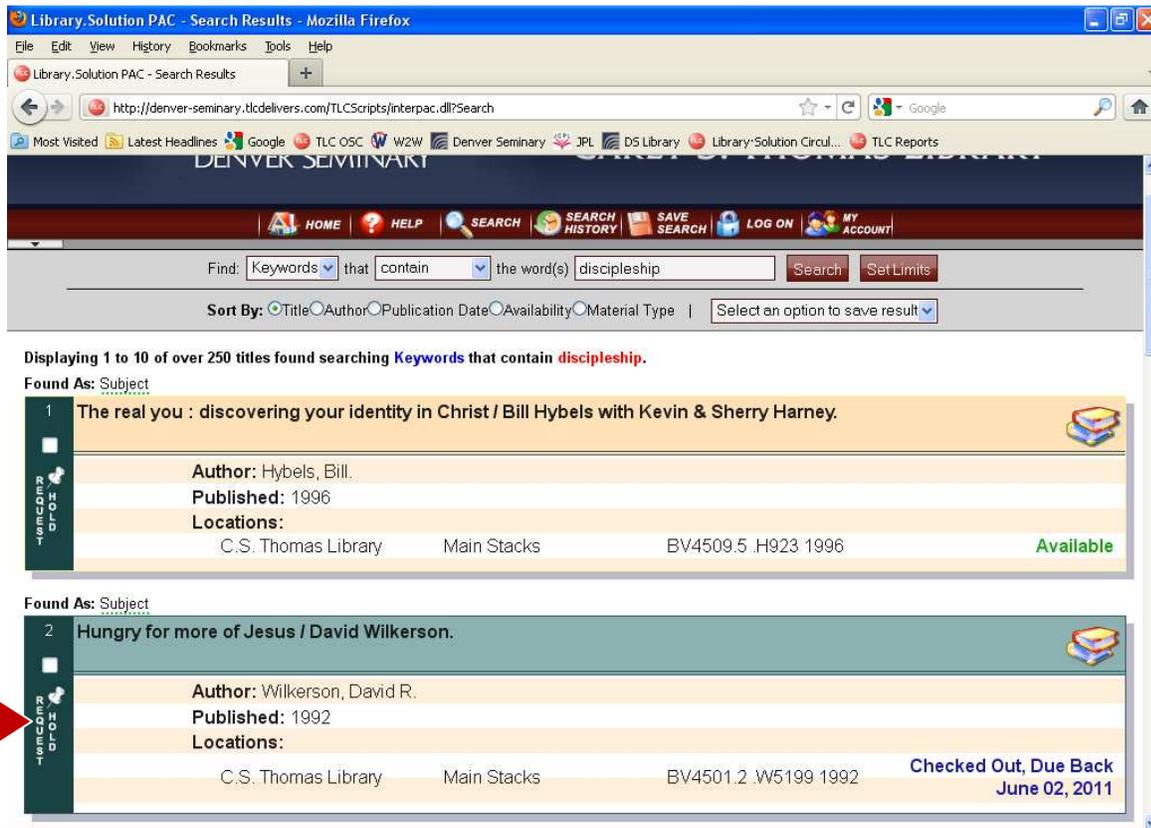
Keyword Search

To search the catalog, select the appropriate search category, click the empty search box, type your search word(s) and click or select "Search."

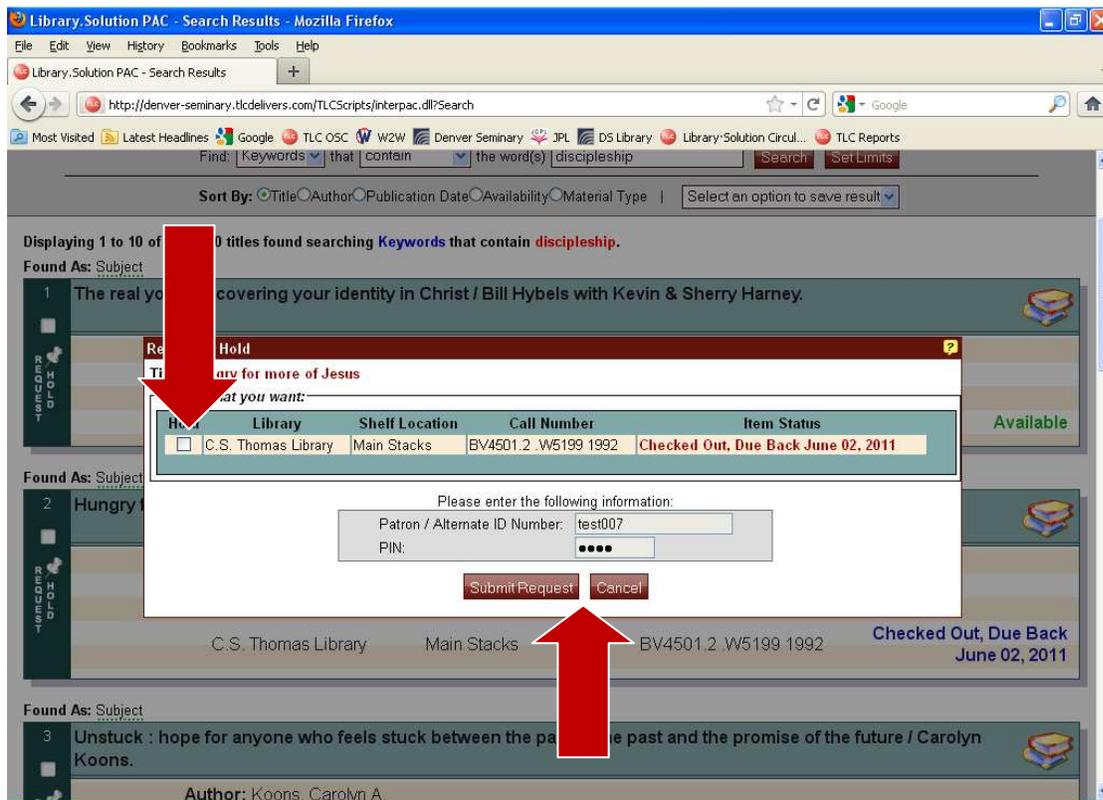
Find: that the word(s)

Return per page.
 Available Items Only

At the search results screen, you can determine if an item is available or is checked out. **Note: hold requests can only be placed on items that are currently checked out to another patron. If an item is available in the library, you will not be able to place a hold on it and will see an error message if you try to request it.** In the search results list below, only the second item (Hungry for More of Jesus) can be placed on hold.



When you click on “Hold Request” for an item that is checked out, you will see a pop up window. If you are logged on, the patron and PIN fields will already be filled in, so just click in the hold check box and on the submit (or cancel) button. If you are not logged on, you will need to fill in account information each time.



A pop up notification will confirm that the hold request is complete. Simply close the window to continue searching. You can also check the status of your holds by accessing “My Account”.

