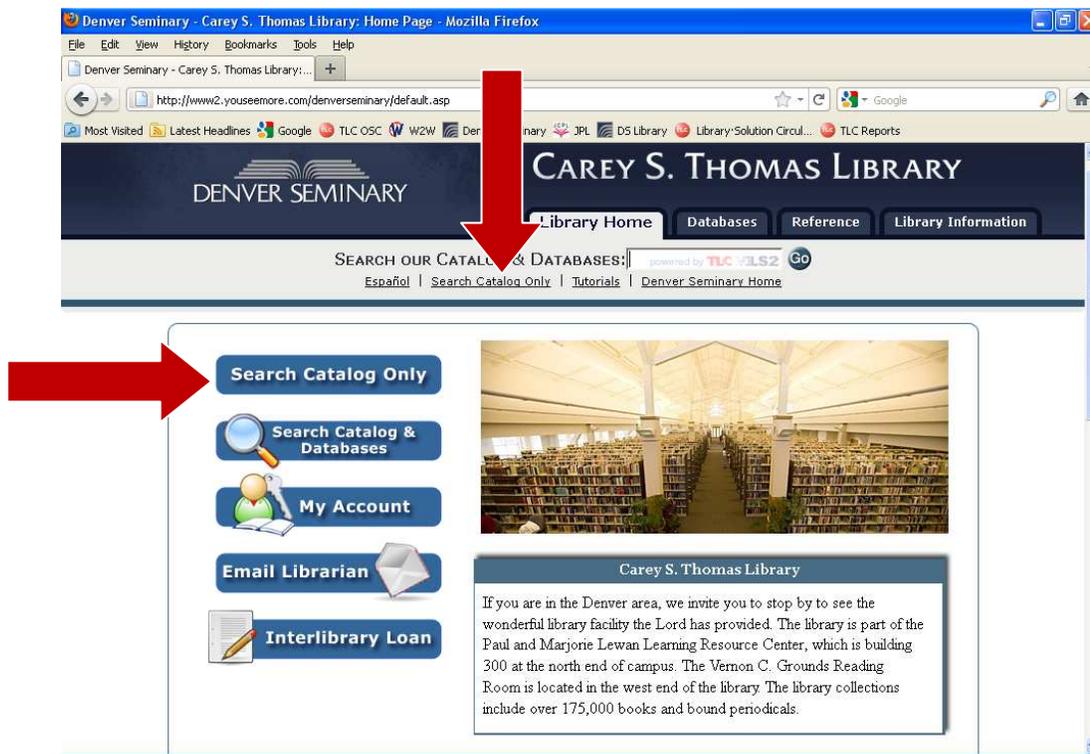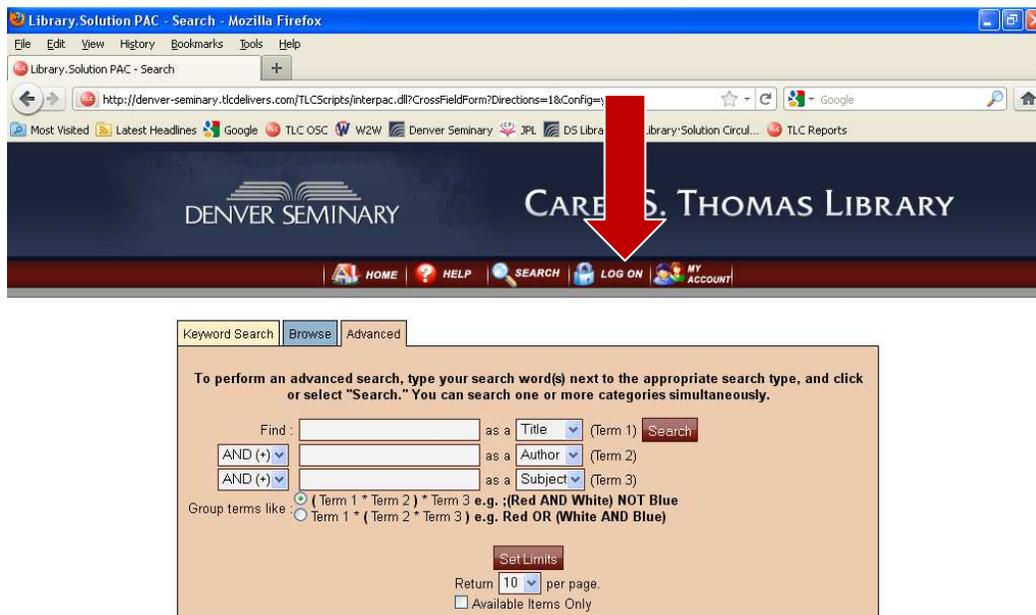# Classic PAC - Placing Holds (Requests)

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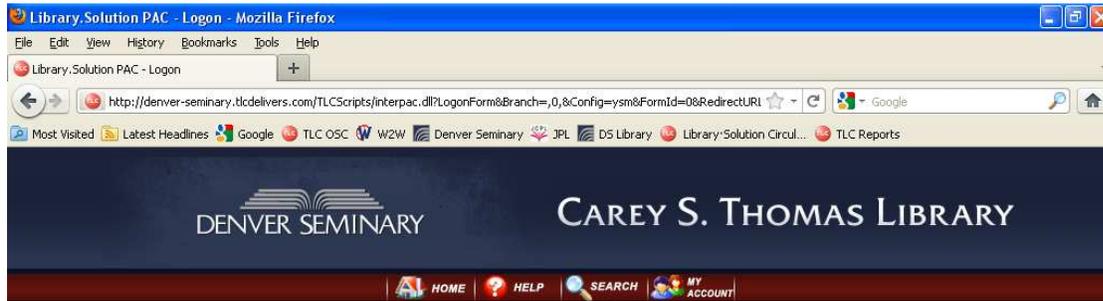

Although it is not necessary, it is a good idea to logon at this time. (If you haven't already logged on before you try to place a hold or save items to a list, you'll have to logon at that time.)

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.)
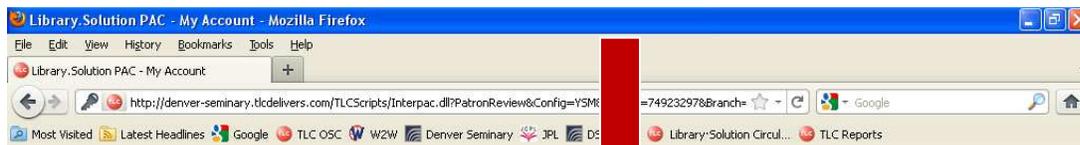

On your account status screen, click on the search button to begin your search.

Enter your search terms and click the search button.

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**.**
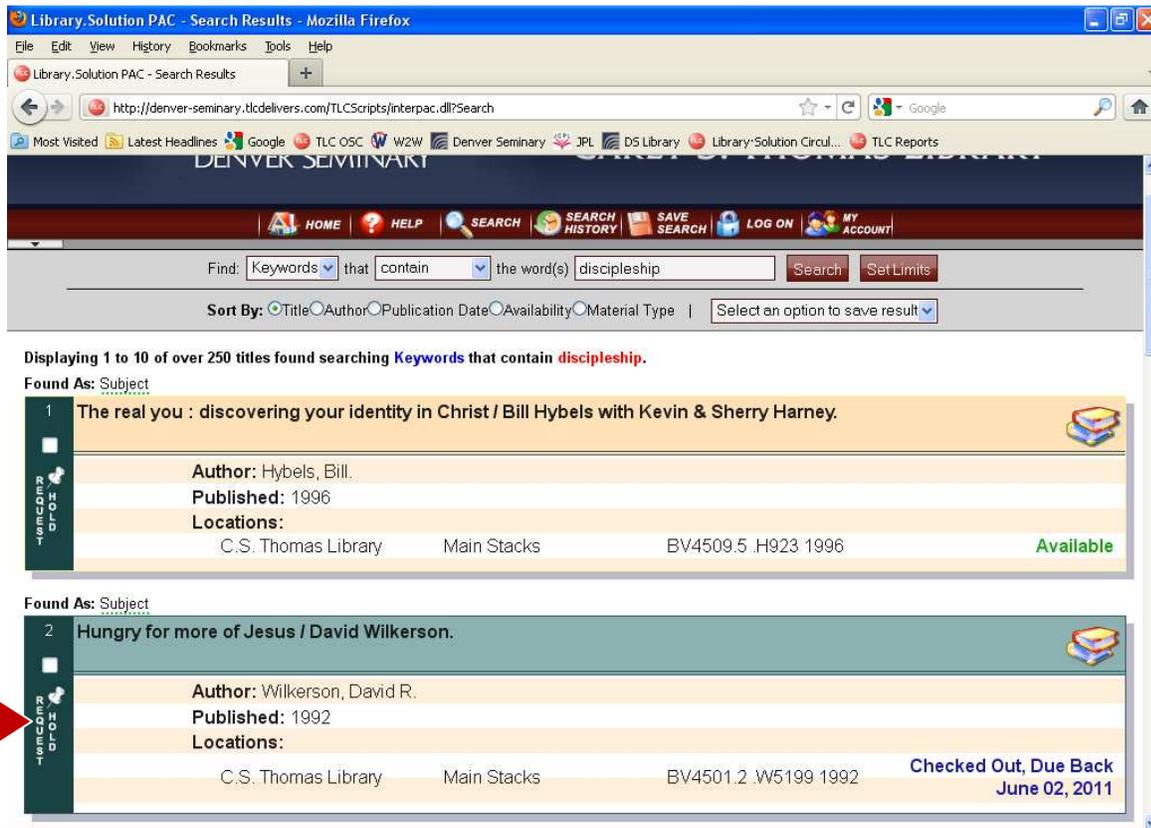
When you click on "Hold Request" for an item that is checked out, you will see a pop up window. If you are logged on, the patron and PIN fields will already be filled in, so just click in the hold check box and on the submit (or cancel) button. If you are not logged on, you will need to fill in account information each time.
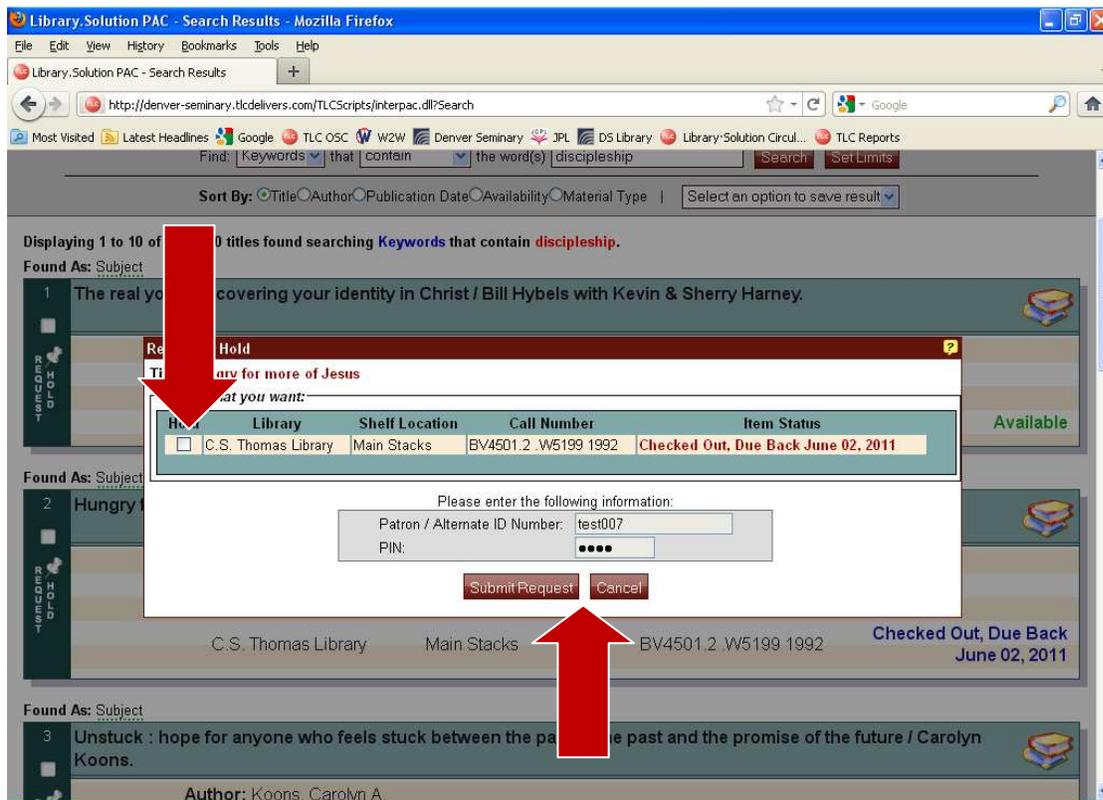
A pop up notification will confirm that the hold request is complete. Simply close the window to continue searching.   You can also check the status of your holds by accessing "My Account".