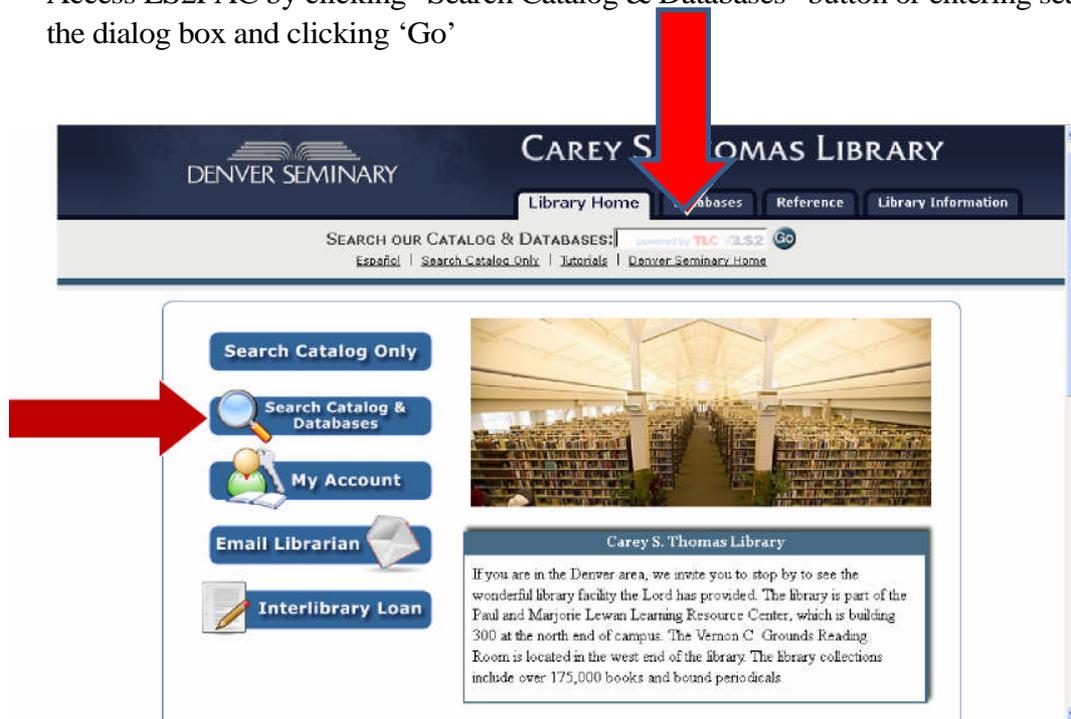


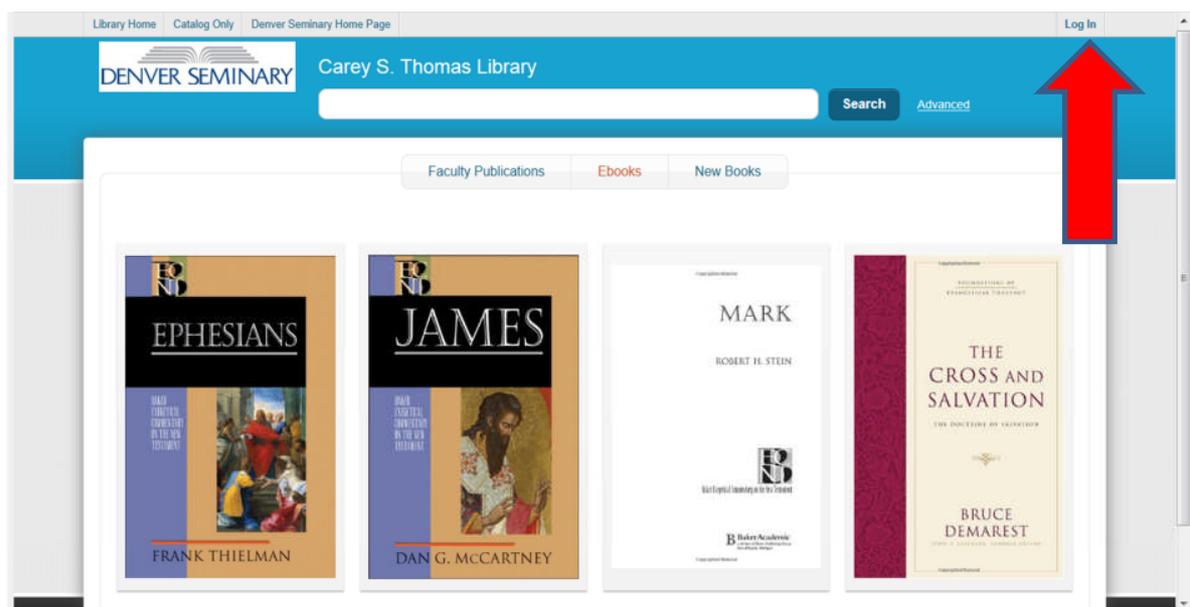
LS2PAC - Placing Holds (Requests)

Access LS2PAC by clicking “Search Catalog & Databases” button or entering search term(s) in the dialog box and clicking ‘Go’

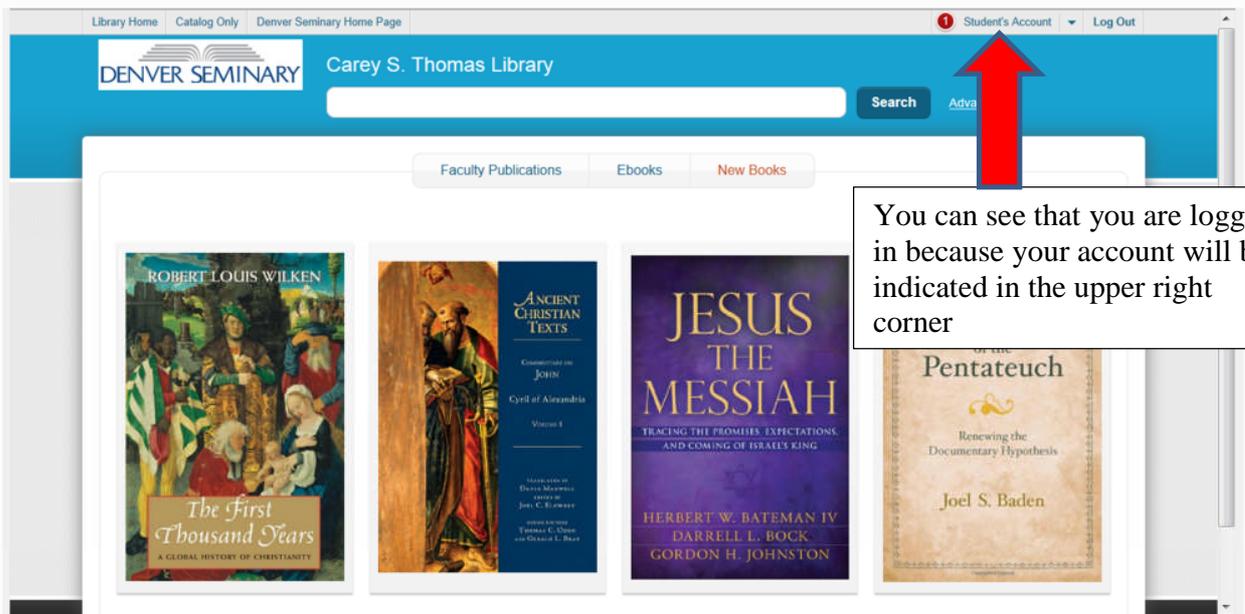
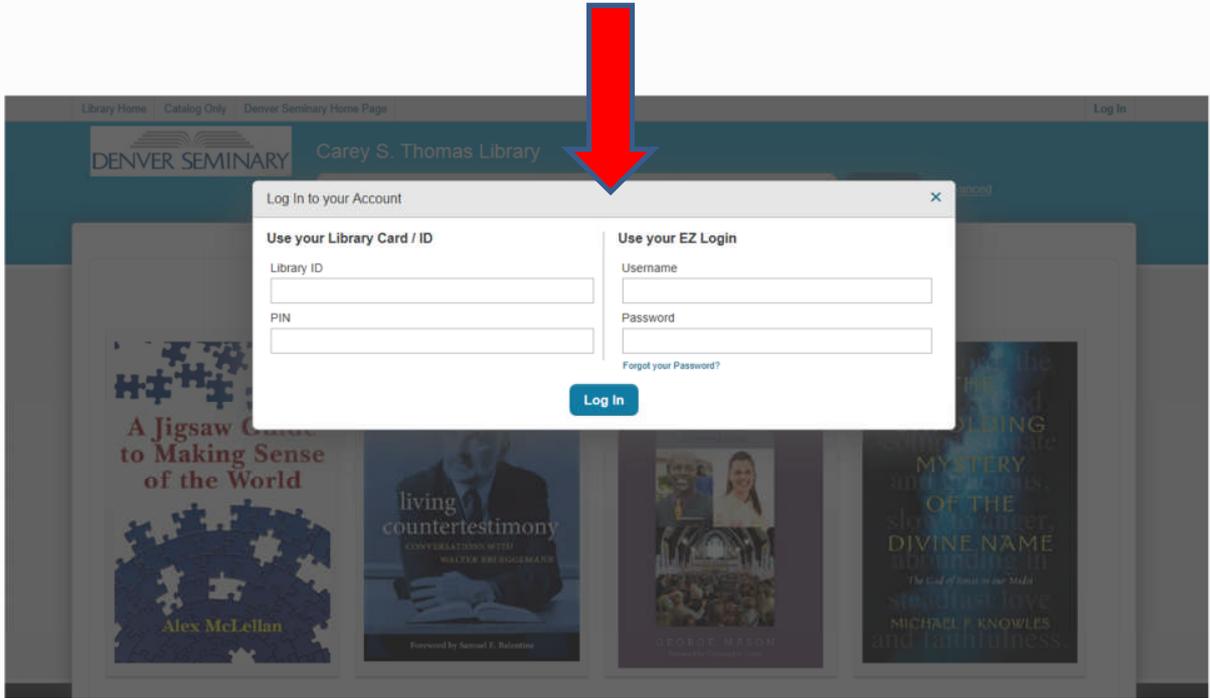


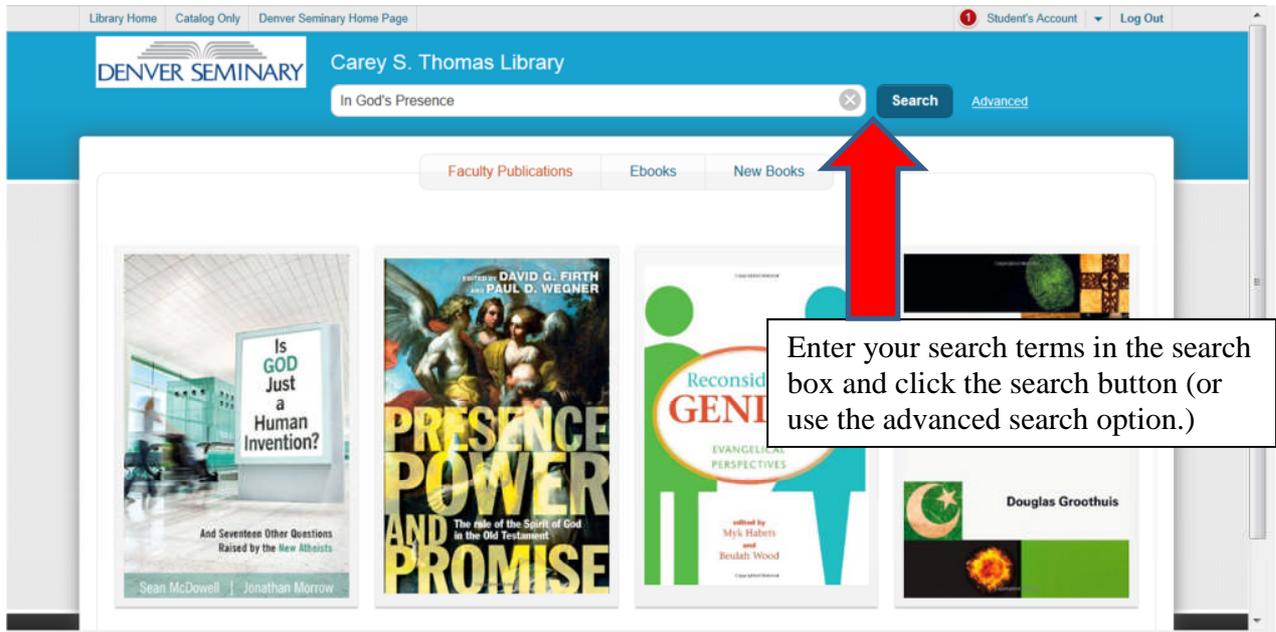
Although not necessary, it is a good idea to log in at this time. (You can also log in by choosing the My Account button as shown above instead of using the Search Catalog & Databases options.)

To log in: Click on the log in button -

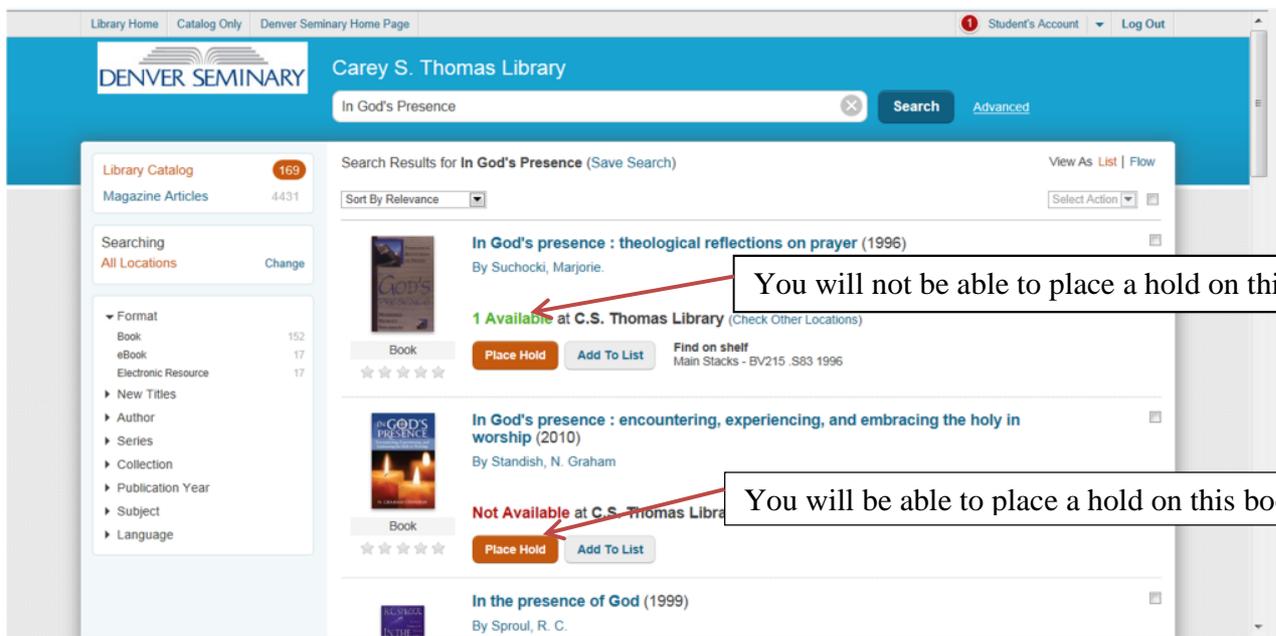


Enter your 14 digit library barcode in the Library ID box and your personal PIN number in the PIN box and click Log In. (Or enter your EZ Login if you previously set one up.)

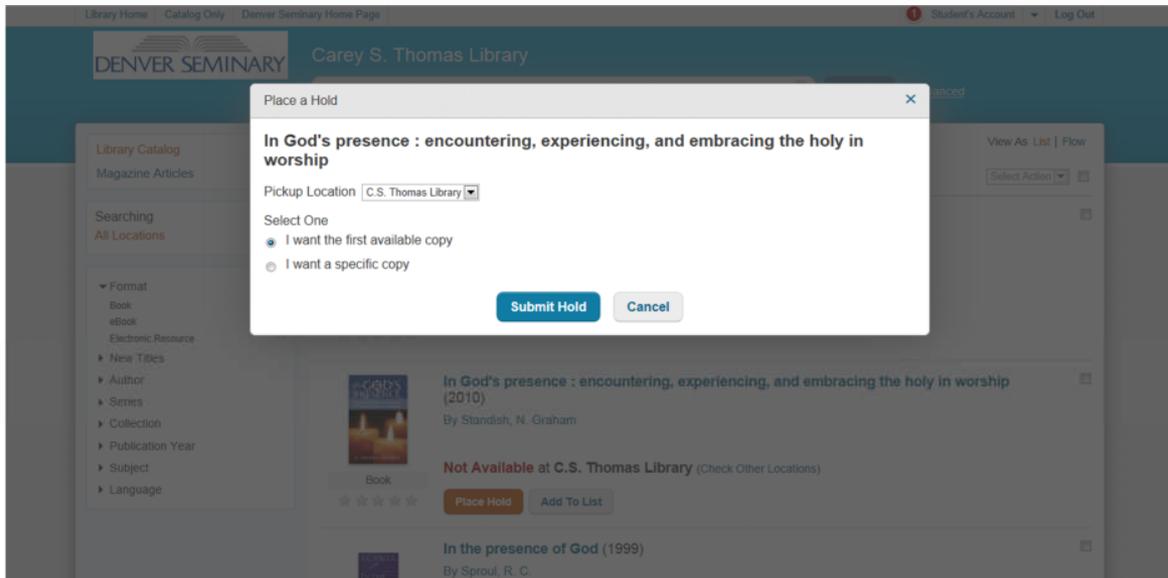




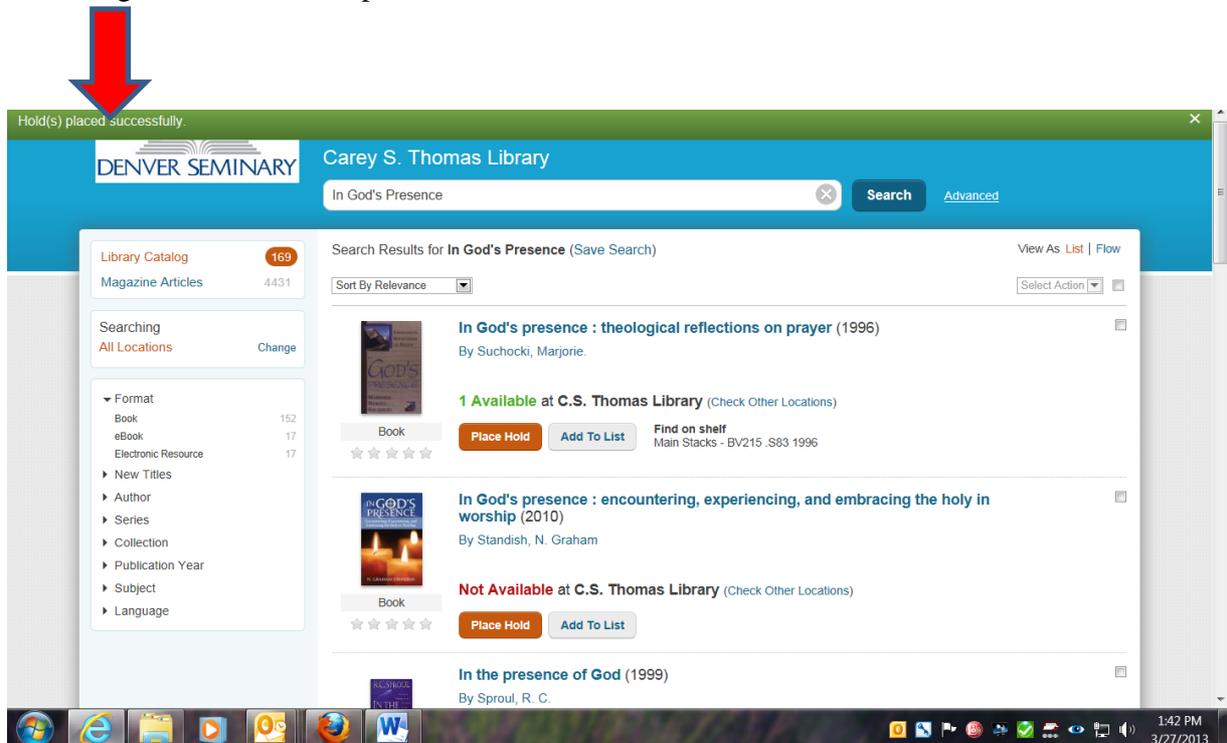
At the search results screen you can determine if an item is available or is checked out. **IMPORTANT** – you will not be able to place a hold on an item that is available but you will see where to locate it in the library. If an item is not available, you may place a hold on it.



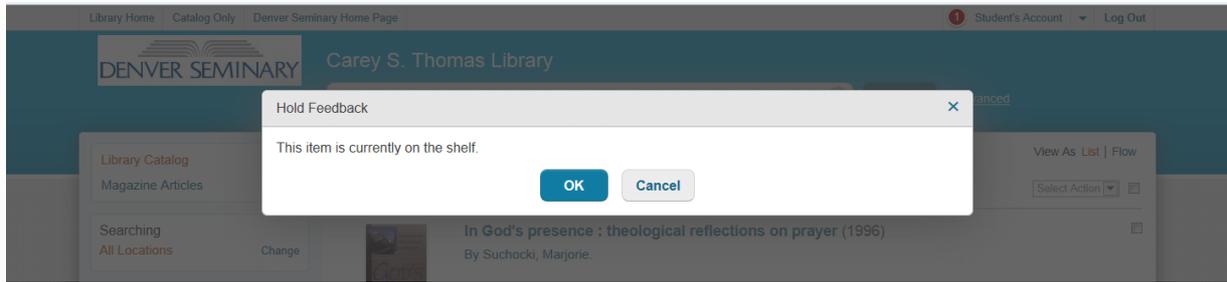
When you click on "Place Hold" for an item that is checked out, you will see a pop up window. Click in the appropriate item selection (it is sometimes best to select "I want a specific copy". If so, you will have the opportunity to select the specific copy.) Click on the Submit Hold (or Cancel) button. (If you are not already logged on, you will be prompted to enter your account information first.)



If the hold was placed successfully, you will see a notification at the top of the screen indicating that the hold was placed.



If you attempt to place a hold on an item that is available in the library, you will see a message telling you that the item is on currently on the shelf. You may close the window or click either OK or Cancel. In any case, the hold has not been placed because the item is available in the library.



You may check on the status of your holds by accessing your account, clicking the Account Activity tab and choosing "Holds." You can view your pending holds as well as holds that are ready to pick up. (Holds not picked up within 7 days of notification are automatically cancelled.) You also have the option of canceling your holds, suspending them for pickup at a late time, or reactivating previously suspended holds.

