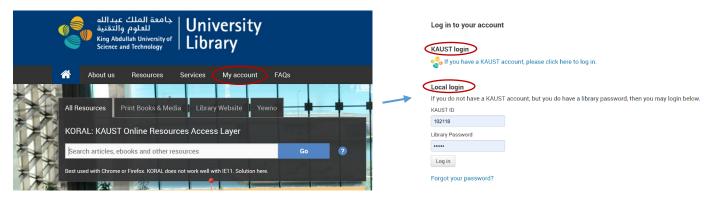
Placing hold via the user account

What is a hold?

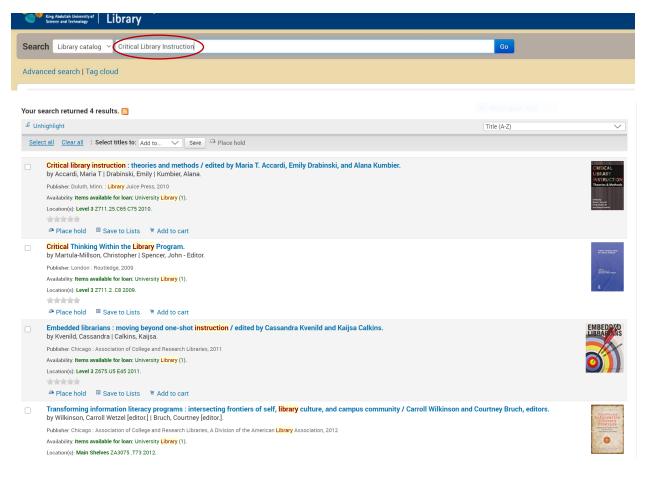
A hold is an online request to have a print book, or other library materials ready to be picked up by the user from the Library InfoDesk. During COVID19 pandemic we are offering contactless pick up (self-service).

How to place a hold?

Please go to the <u>library website</u> and click on my account tab on the top of the page. Log into your account by using KAUST single sign-on (SSO).



Then search for the book title by entering the keyword in the search box. Please use drop down box to change your search parameters (Author, ISBN, Subject etc. search)



Look through the result list and choose the title you would like to have. Then click on



Please note that presently you can place a hold only for the University Library, not the Harbor Library books.

Search Library catalog \vee	Go	
Advanced search Tag cloud		
Home > Results of search for '	kw,wrdl: Critical Library Instruction'	
Refine your search	Your search returned 4 results. 🔝	
Availability Limit to currently available items.	Select all Clear all Select titles to: Add to Save CA Place hold	Title (A-Z)
Authors Accardi, Maria T. Drabinski, Emily, Kvenild, Cassandra, Spencer, John - Edit Wilkinson, Carroll W Show more	Critical library instruction : theories and methods / edited by Maria T. Accard by Accardi, Maria T Drabinski, Emily Kumbier, Alana. Publisher: Duluth, Minn. : Library Juice Press, 2010 Availability: Items available for Ioan: University Library (1). Location(s): Level 3 Z711.25.C65 C75 2010.	li, Emily Drabinski, and Alana Kumbier.

Then confirm the hold by clicking on "confirm hold" button, as below as shown picture below

Search Library catalog ~	Go
Advanced search Tag cloud	
Home >> Placing a hold	
Confirm holds for:Basma Hamza Parkar (102118)	
Show more options	
Confirm hold	

Your hold is now confirmed. When the library staff processes the hold, you will get an automated email to inform you to come to pick up the book from the University Library. During parital libray opening phase, ou need to register and check-in at the entrance through the face recognition kiosk.

The book is going be kept under your name only for three (3) working days then will back to the shelves.

How to cancel a hold?

If you want to cancel the hold, you need to click on "cancel marked holds" box as shown in the picture below.

0 Checkouts	2 Hold(s)	Restrictions						
Hold date 🔺	Title	\$	Call number 🔶	Barcode 💠	Pickup at	Expiration =	Priority ≑	Cancel?
28/06/2020	Deep work : by N	ewport, Cal,			University Library (current) \checkmark]	1	No 🗸
28/06/2020	Critical library inst	truction :	Z711.25.C65 C75 2010	3003000018551	University Library (current) \checkmark]	1	No V
Cancel marke Suspend all I Resume all s			Specify date on which to	resume (DD/MM/Y)	YY):			