

## Encore Catalog: Instructions for Requesting Multiple Item Level Holds within One Bib Record

Example: placing more than one item level hold on one season of a tv series.

1. Search for the title and select the desired title by clicking on it.

The screenshot shows a search for "game of thrones complete second season". The search bar contains the text and a play button icon. Below the search bar, there is a suggestion: "Did you mean: game of thrones complete 1st season?". The search results are displayed under the "Articles" tab. The first result is "Game of thrones. The complete second season / HBO Entertainment presents ; Television 360 ; Grok Television ; Generator Entertainment ; Bighead Littlehead ; written by David Benioff and D.B. Weiss ; directed by Alan Taylor .. [and others]". This result is highlighted with a purple arrow pointing to the "Request it" button. To the right of the "Request it" button, there is a tooltip that says "This item is in your bookcart remove | view cart". Below the first result, there is another result for "Game of thrones. The complete second season / HBO Entertainment ; produced by Bernadette Caulfield : created by David".

2. Click on the CART icon.

The screenshot shows the same search results as above, but with the search bar containing "Game of thrones season 2". The first result is highlighted with a purple arrow pointing to the "Add to cart" button. The "Add to cart" button is located below the "Request it" button and the "Additional actions" menu. The "Additional actions" menu includes a shopping cart icon, a mail icon, and a plus icon. The "Add to cart" button is highlighted with a purple arrow. The search results are displayed under the "Search Results" tab. The "Next result" is "Game of thrones. The complete second season / HBO ...". The "Popular Choices" section shows "Game of thrones" with a small image of the DVD cover.

### 3. Click on View Cart.

Search  [Advanced Search](#)

[Back to results](#)

**Game of thrones. The complete second season** / HBO Entertainment presents ; Television 360 ; Grok Television ; Generator Entertainment ; Bighead Littlehead ; written by David Benioff and D.B. Weiss ; directed by Alan Taylor .. [and others]

DVD | Warner Home Video | 2013

Available at Bloomfield, Prosser Public Library - Adult Department (DVD SERIES GAME) plus 30 more

[Request it](#)

Additional actions: [☆](#) [✉](#) [+](#)

This item is in your bookcart  
[remove](#) | [view cart](#)

### 4. Click on Request It!

Search  [Advanced Search](#)

[Back to previous page](#)

[Request it](#)

Select All None

**Game of thrones. The complete second season** / HBO Entertainment presents ; Television 360 ; Grok Television ; Generator Entertainment ; Bighead Littlehead ; written by David Benioff and D.B. Weiss ; directed by Alan Taylor .. [and others]

DVD | 2013

Available at Bloomfield, Prosser Public Library - Adult Department (DVD SERIES GAME) plus 30 more [see all](#)

[Request it](#)

Additional actions: [☆](#) [✉](#) [+](#)

This item is in your bookcart  
[remove](#)

5. You will be prompted to LOGIN. Login in by 1) typing in your last name, 2) typing in your library barcode, & 3) clicking on SUBMIT

ice=https%3A%2F%2Fci-mt.iii.com%3A443%2Fii%2Fencore%2Fj\_acegi

[Login to Encore](#)

Library Account Login

Last Name  1

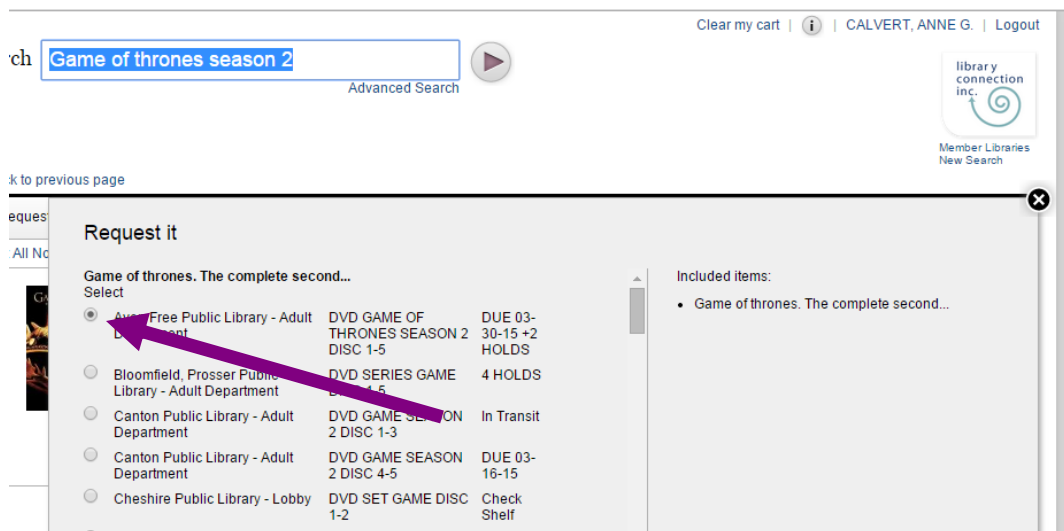
Library Card Number (no spaces)  2

3

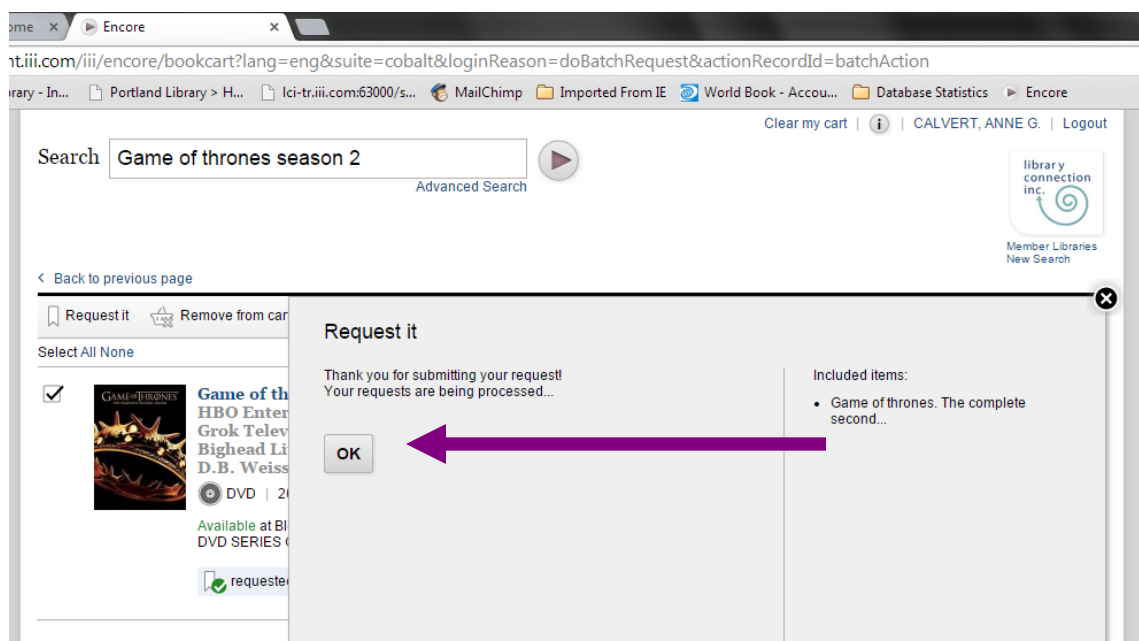
6. The REQUEST IT screen appears. Scroll down to see the items you wish to hold. (Note: You can only place a hold on one item at a time.)

Click in the radial button to the left of the item.

Then scroll down to the bottom of the list and click on SUBMIT.



7. REQUEST SUBMIT box appears. Click on **OK**.



8. You are still in the View Cart screen; to place other item level holds, repeat steps 4, 6, and 7 for each item you wish to place on hold.