3/11/2015 agc

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.



2. Click on the CART icon.



3. Click on View Cart.

Search	Game of thrones season 2 Advanced Search		
Back to re	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 - Aduit 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!

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- 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



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.