



## How to place a hold on a specific issue of a magazine

1. Click **Patrons** and look up the patron
2. Click the **Search to hold** button



3. Limit the **item type** to **magazine** and type in the **title in the keyword search box**

**Advanced search**  
Go to item search

Q Search Fewer options Clear fields

**Search for**

Keyword woman's day Scan indexes:

and Keyword

and Keyword [+]

**Item type** Shelving location Collection

**Limit to any of the following:**

<input type="checkbox"/> Audiobook	<input type="checkbox"/> Board and other non-electronic games	<input type="checkbox"/> Book	<input type="checkbox"/> CCLS Audiobook	<input type="checkbox"/> CCLS Large Print
<input type="checkbox"/> CD	<input type="checkbox"/> Coming Soon	<input type="checkbox"/> Cultural Institution Day Adventure Pass	<input type="checkbox"/> DVD	<input type="checkbox"/> DVD Multiple Disc Set
<input type="checkbox"/> Early Literacy Manipulatives	<input type="checkbox"/> Holiday Book	<input type="checkbox"/> Holiday DVD	<input type="checkbox"/> Interlibrary Loan Book	<input type="checkbox"/> Juvenile Book
<input type="checkbox"/> Juvenile DVD	<input type="checkbox"/> Juvenile Media	<input type="checkbox"/> Juvenile Multimedia Kit	<input checked="" type="checkbox"/> Magazine	<input type="checkbox"/> Map
<input type="checkbox"/> Media - Misc. Types	<input type="checkbox"/> Microform	<input type="checkbox"/> New Audiobook	<input type="checkbox"/> New Book	<input type="checkbox"/> New DVD
<input type="checkbox"/> Newspaper	<input type="checkbox"/> Puzzle	<input type="checkbox"/> Reference Material	<input type="checkbox"/> Technology Equipment	<input type="checkbox"/> Toys



4. Click **Search**

**Advanced search**  
Go to item search

[Fewer options](#) [Clear fields](#)

**Search for**

Keyword  Scan indexes:

and

and   [\[+\]](#)

5. Find the title of the magazine you searched for and click the **Place hold for Patron** link

**14 result(s) found for 'kw,wrld: woman's day' with limit(s): 'mc-itype,phr:MAGAZINE' in CCLS Catalog.**

[Select all](#) | [Clear all](#) | [Unhighlight](#) | [Add to cart](#) | [Add to list](#) | [Place hold](#) | [Q.Z39.50/SRU search](#) | [Sort](#)

	Results	
No cover image available	<p><input type="checkbox"/> 1. <b>Woman's day [electronic resource].</b> by Recorded Books, LLC. RBdigital. Material type: Continuing resource; Format: available online ; Type of continuing resource: periodical Publisher: New York, N.Y. : [Prince Frederick, Md. : Stores Pub. Co. ; distributed by] RBdigital for Zinio magazines Description: 1 online resource : col. ill. Other title: New <b>woman's day</b>.</p> <p>No holds allowed   <a href="#">Add to cart</a>   <a href="#">Edit record</a>   <a href="#">Edit items</a>   <a href="#">OPAC view</a></p>	<p><b>1 item, None available</b> 1 unavailable:  Chautauqua-Cattaraugus Library System [DIGITIZED] Magazine</p>
No cover image available	<p><input type="checkbox"/> 2. <b>Woman's day.</b> Material type: Continuing resource; Format: print ; Type of continuing resource: periodical Publisher: [New York, NY, etc., CBS Magazines, etc.] ISSN: 0043-7336. Holds (0)   <a href="#">Place hold for Test Patron (1188001725781)</a>   <a href="#">Add to cart</a>   <a href="#">Edit record</a>   <a href="#">Edit items</a>   <a href="#">OPAC view</a></p>	<p><b>201 items, 181 available:</b>  Ashville Free Library Magazines [MAG PJ] (1) Magazine  Ashville Free Library Magazines [MAG WD] (3) Magazine  Hazeltine Public Library Magazines [MAG WD 20] Magazine  Hazeltine Public Library Magazines [MAG WD 20] Magazine</p>



6. Ensure the **Pickup at** library drop-down is correct and **uncheck the Hold next available item box**

**Place a hold on *Woman's day*.**

**Hold details**

Patron: Test Patron (1188001725781)

Estimated priority: 1

Notes:

**Pickup at:** Chautauqua-Cattaraugus Library System ▼

Hold expires on date:  [Clear date](#)

**Hold next available item**

Holds to place (count)

7. Scroll to find the issue the patron is requesting (the issue info will be in the Vol no. or Call no. fields)
8. When found, **click the bullet next to that issue**

<input type="radio"/>	Magazine	3200507486009	Darwin R. Barker Library Association	Darwin R. Barker Library Association	MAG WD		2019/02/01	Not on hold Item level hold forced from OPAC
<input checked="" type="radio"/>	Magazine	3200507268511	Smith Memorial Library	Smith Memorial Library	MAG WD		<u>2019/02/01</u>	Not on hold Item level hold forced from OPAC
<input type="radio"/>	Magazine	3200507002861	Patterson Library	Patterson Library	MAG WD		2019-02-01	Not on hold Item level hold forced from OPAC



9. Scroll down and click the **Place hold** button

	Magazine			
<input type="radio"/>	Magazine	3200507003290	Patterson Library	Patterson Library
<input type="radio"/>	Magazine	3200507095878	Lakewood Memorial Library	Lakewood Memorial Library