LIBRARY CATALOGUE - HOW TO PLACE A HOLD

You can…

- Place a hold in person – ask staff at the Loan Desk.
- Place a hold over the phone – telephone your local TAFE NSW library during library hours.
- Place a hold online – using the library catalogue.

Tips

- You can only place a hold on items that belong to your home library.
- You can only place a hold on an item that is on loan to someone else.
- You may be placed in a queue if more than one person has placed a hold on that item.
- Your item will be available for pickup for 10 days from when you receive the notice.
- Your hold will expire if the item you need is not returned to the library within 45 days.
- You can place holds on 5 items at a time.
- You cannot place a hold on an item you already have on loan.
- **You need a PIN to renew online – ask library staff for your PIN.** (This is not the same as your TAFE student password.)

To place a hold:

Go to the TAFE NSW Library Catalogue: tafecat.tafensw.edu.au/tafecat.html
Choose your home library from the drop down list of libraries. Click on Go to the catalogue.

At the Quick Search screen, enter your search terms. For example:

**Quick search**

| Essentials of life-span development |
| library: HERE |

Change library = All to HERE or your home library. Click on Search.
A list of items displays.
Click on a title from your results.

If the item is on loan, you can place a hold.
If the item you want to borrow is out on loan, you will see a message on the left of the screen:

To place a hold, log in to TAFEcat in the top right corner of the screen

Enter your TAFEcard barcode number (starts with 25555) and enter your PIN

When you are logged in, you will see a Place Hold link under the Item Details.

This will bring up a Results of Hold(s) Request confirmation screen with your name and TAFEcard barcode number.

The expiration date for the hold is also displayed.

Please check your phone number is correct - if it is not correct, please contact the library on the phone number provided on the screen.

To view your holds, click on My Account and Review My Account.

Please contact library staff if you want to cancel one or more of your holds.

Error messages:
If you have not been successful in placing the hold, you will see a message:

No items qualified for hold. A hold has not been placed.
If you require assistance, please contact your local TAFE NSW library.

OR - the following message displays if you already have the item on loan:

User already has this title charged out